

Retail store: what we clean

Walk the store with your manager before opening and tick each zone shoppers reach.

Store _____ Address _____

Walked by _____ Date _____

Entrance

- ☐ Entry glass and door push plates polished
- ☐ Mats vacuumed or shaken out
- ☐ Threshold cleared of sidewalk grit
- ☐ Extra mat care in rainy months

Sales floor and checkout

- ☐ Display tables and shelf edges dusted
- ☐ Fixture bases dusted
- ☐ Mirrors wiped streak-free
- ☐ Stray tags and wrappers picked up
- ☐ Counters, card readers and pens wiped
- ☐ Bag stations wiped with the products you choose
- ☐ Display case and jewelry counter tops and fronts

Fitting rooms

- ☐ Hangers, tags, pins and lint cleared
- ☐ Benches and hooks wiped
- ☐ Fitting room mirrors

Restrooms and back of store

- ☐ Customer and staff restrooms cleaned and restocked
- ☐ Paper, soap and liners, ours or yours
- ☐ Stockroom aisles swept
- ☐ Receiving door area
- ☐ Cardboard taken to your recycling point
- ☐ Break room counters, sink and microwave

Floors

- ☐ Hard floors dust-mopped and damp-mopped each visit
- ☐ Vinyl aisles and polished concrete scrubbed and burnished
- ☐ Finish coats on worn vinyl
- ☐ Carpet on an extraction schedule
- ☐ Spot treatment by fitting rooms and entrance

Timing and extras

- ☐ After last register or before the opening shift
- ☐ Mall vendor-access hours noted
- ☐ Extra visits for holidays and sale weekends
- ☐ One-time clean after resets, installs or inventory counts
- ☐ Day porter for restroom checks, spills and trash runs

Notes
