Retail store cleaning: what we clean

Walk the store with your manager before opening and tick each area for the route.

Store _____ **Address** _____

Walked by _____ **Date** _____

Entrance and checkout

- ☐ Store entrance cleaned
- ☐ Checkout counters wiped
- ☐ Surfaces customers handle at the register
- ☐ Glass doors and counter glass
- ☐ Trash and recycling cleared up front

Sales floor and fitting rooms

- ☐ Touch points shoppers reach for
- ☐ Fixtures and display glass wiped
- ☐ Fitting rooms cleaned
- ☐ Busiest aisles marked for extra attention

Restrooms

- ☐ Customer restrooms cleaned and sanitized every visit
- ☐ Employee restroom given equal care
- ☐ Paper, soap and liners restocked

Back of house

- ☐ Staff break room cleaned
- ☐ Stockroom trash cleared
- ☐ Paper and soap stocked in the staff room

Floors

- ☐ Hard floors scrubbed, recoated or burnished on a cycle
- ☐ High-traffic aisles treated most often
- ☐ Carpeted customer areas on an extraction schedule

Frontage and timing

- [ ] Walkway out front refreshed by pressure washing
- [ ] Landscape maintenance for planted frontage
- [ ] Cleaning finished outside trading hours
- [ ] Porter for restrooms and common areas on busy days
- [ ] Extra early-morning visits for holiday and sale weeks
- [ ] Post-construction clean before a remodeled store reopens
- [ ] Phased, final and touch-up visits during the remodel

Notes