Retail store cleaning: what we clean

Walk the store with your opening manager and tick each area the night crew finished.

Store _____ **Address** _____

Walked by _____ **Date** _____

Storefront and checkout

- ☐ Entry doors and glass wiped
- ☐ Entry mats cleared of grit
- ☐ Checkout counters and card readers wiped

Sales floor

- ☐ Display tables wiped
- ☐ Shelf edges within reach dusted
- ☐ Displays and merchandise on your hands-off list left alone
- ☐ Fixtures high-dusted on the monthly round

Fitting rooms

- ☐ Mirrors, benches and hooks wiped
- ☐ Fitting room floors cleaned
- ☐ Stray hangers returned to the rack you chose

Restrooms

- ☐ Customer restroom scrubbed and refilled
- ☐ Employee restroom cleaned
- ☐ Restrooms stocked for the day ahead

Back of house

- ☐ Stockroom aisles swept
- ☐ Break room counter and sink wiped
- ☐ Trash and broken-down boxes taken to your collection point

Floors

- ☐ Carpet vacuumed
- ☐ Hard floors dust mopped, then damp mopped
- ☐ Floors dry before the opening team walks in
- ☐ Tile or vinyl scrub or fresh finish booked for a quiet night

Closing up and busy seasons

- ☐ Crew starts after your closing count
- ☐ Delivery nights and restock carts worked around
- ☐ Work kept to the areas on your list
- ☐ Door locked behind the crew and alarm set on the way out
- ☐ Extra holiday nights or day porter hours as booked
- ☐ Deeper clean after a floor reset or remodel

Notes