

## Retail store cleaning: what we clean

Use this sheet on a walk of the store, from the front door back to the receiving area.

Store \_\_\_\_\_ Address \_\_\_\_\_  
 Walked by \_\_\_\_\_ Date \_\_\_\_\_

### Entry and storefront glass

- ☐ Walk-off mats vacuumed
- ☐ Tracked-in grit cleared just inside the door
- ☐ Door glass and push bars cleared of hand marks
- ☐ Inside faces of the windows cleaned
- ☐ Vestibule floor and corners detailed
- ☐ Window displays and decals worked around, never changed

### Sales floor

- ☐ Checkout counters, card readers and bagging stations wiped
- ☐ Display tables and shelf edges dusted
- ☐ Fingerprints taken off glass cases
- ☐ Aisles vacuumed or damp mopped to suit the surface
- ☐ Merchandise left where your team placed it

### Fitting rooms and customer restrooms

- ☐ Fitting room mirrors polished
- ☐ Benches and hooks wiped
- ☐ Stray hangers and tags collected
- ☐ Fitting room floors cleaned
- ☐ Customer restrooms cleaned from fixtures to floor
- ☐ Restrooms restocked before opening

### Back of the store

- ☐ Stockroom and receiving area swept
- ☐ Cardboard dust and pallet chips cleared
- ☐ Trash taken to your compactor or dumpster
- ☐ Staff break room wiped down
- ☐ Manager's office wiped down
- ☐ In-store coffee bar or sampling counter, sink and floor cleaned

### Add-ons and timing

- ☐ Day porter for weekend and holiday crowds, if added
- ☐ Pressure washing for the storefront walkway, if added
- ☐ Carpeted showroom on a carpet cleaning cycle, if added
- ☐ Number of nights matched to the days the store is open
- ☐ Early-morning visit for late-closing stores

### Bring to the walkthrough

- ☐ Floor types on the sales floor and in back
- ☐ How much glass the store has
- ☐ Who supplies paper and soap
- ☐ Center after-hours entry, alarm and door times

### Notes

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