Retail shop cleaning: what we clean

On the store walkthrough, tick each zone you want in the after-hours visit.

Store _____ **Address** _____

Walked by _____ **Date** _____

Sales floor and displays

- ☐ Display tables, shelf edges and fixtures dusted
- ☐ Glass cases and mirrors polished
- ☐ Merchandise and racks left where your team set them
- ☐ Spray kept away from fabric and packaging
- ☐ Floor under a moved display cleaned while it is open

Fitting rooms

- ☐ Mirrors, benches, hooks and door pulls wiped
- ☐ Stray hangers and tags gathered for your staff

Checkout

- ☐ Counters, card readers and bag shelves wiped
- ☐ Impulse displays by the register wiped
- ☐ Screens and keypads cleaned with a damp cloth, not sprayed
- ☐ Gift-wrap and pickup counters cleared

Stockroom and break room

- ☐ Stockroom swept
- ☐ Cardboard broken down and set out for recycling
- ☐ Receiving area cleared for deliveries
- ☐ Break room counters, tables, sink and microwave cleaned

Restrooms

- ☐ Customer and staff restrooms scrubbed and disinfected
- ☐ Mirrors, partitions and fixtures finished
- ☐ Paper and soap refilled
- ☐ Shared building areas left to the building's schedule

Floors and entry

- ☐ Nightly method matched to concrete, wood, tile or carpet
- ☐ Entry mats vacuumed each visit
- ☐ Threshold cleaned beneath the mats
- ☐ Burnishing between refinishing on busy floors
- ☐ Carpet extraction once traffic lanes show

Before the first visit

- ☐ Opening and closing times shared
- ☐ Alarm and key arrangements noted
- ☐ Locked areas noted
- ☐ Holiday-season visits or a weekend day porter, if wanted

Notes