Retail store cleaning: what we clean

Walk the store with your manager after close and tick what the nightly plan should cover.

Store _____ **Address** _____

Walked by _____ **Date** _____

Storefront and sales floor

- ☐ Entrance and storefront glass
- ☐ Display tables and fixtures dusted
- ☐ Aisles cleared
- ☐ Entry mats vacuumed and the tile under them washed
- ☐ Hard floors dust-mopped and damp-mopped
- ☐ Carpeted departments vacuumed wall to wall, spills spot cleaned

Checkout

- ☐ Counters and the area around card readers
- ☐ Belts, bag wells and impulse racks
- ☐ Tags, hangers and packaging cleared behind the register
- ☐ Glass display cases polished

Fitting rooms and try-on areas

- ☐ Pins, hangers and tags cleared
- ☐ Mirrors and benches wiped
- ☐ Fitting room floors cleaned
- ☐ Shoe department seating
- ☐ Beauty counters and demo tables wiped, testers left in place

Back of house

- ☐ Stockroom aisles swept, cardboard and stretch wrap cleared
- ☐ Boxes broken down for recycling
- ☐ Receiving door area
- ☐ Trash and recycling to the containers your landlord assigns
- ☐ Break room counters, sink, microwave and tables

Restrooms

- [ ] Customer and staff restrooms on the same visit
- [ ] Fixtures, mirrors, partitions and floors
- [ ] Dispensers refilled
- [ ] Corridor back to the sales floor tidied
- [ ] Periodic grout and tile deep clean

Calendar and extras

- [ ] Center access times, doors and badge rules noted
- [ ] Stockroom first on early delivery mornings
- [ ] Extra nights for holiday and sale weeks
- [ ] Day porter for entrances, restrooms and checkout
- [ ] Deep clean after a reset, remodel or before opening
- [ ] Overnight scrubbing, burnishing or recoating

Notes