Retail store cleaning: what we clean

Walk the store after close with your manager and tick each area for the nightly list.

Store _____ **Address** _____

Walked by _____ **Date** _____

Selling floor and checkout

- ☐ Counters and display edges wiped
- ☐ Checkout area and door handles done
- ☐ Other shopper touch points wiped
- ☐ Trash and recycling collected
- ☐ Entrance given extra attention

Fitting rooms and customer restrooms

- ☐ Fitting rooms cleaned after close
- ☐ Fitting room carpet spot treated
- ☐ Fitting room carpet extracted when due
- ☐ Customer restrooms sanitized
- ☐ Paper products, soap and liners restocked

Back of house

- ☐ Staff breakroom cleaned
- ☐ Back offices cleaned
- ☐ Stockroom and stockroom restroom done
- ☐ Back-of-house trash and recycling collected

Floors in the traffic lanes

- ☐ Entry, main aisle and checkout lane hard floors burnished
- ☐ Worn finish scrubbed or recoated
- ☐ Carpeted areas extracted while the store is closed
- ☐ Process picked by each floor's finish and traffic

Outside and shared areas

- ☐ Daytime porter for shared customer areas, if wanted
- ☐ Entry walk and storefront pressure washed on its own cycle

Service type and one-time work

- [ ] Nightly cleaning, a single visit or porters chosen
- [ ] Seasonal reset booked as a one-time visit
- [ ] Remodel dust and residue cleared before reopening
- [ ] Recurring cleaning resumes once customers are back
- [ ] Opening hours, square footage and restroom count listed

Notes