

Retail store cleaning: what we clean

Walk the store with this sheet after close and check off each area with us.

Store _____ Address _____
Walked by _____ Date _____

Storefront and sales floor

- ☐ Entry doors and storefront glass
- ☐ Display tables and fixture ledges dusted
- ☐ Checkout counters and card terminals
- ☐ Hard floors dust-mopped, then damp-mopped
- ☐ Carpeted areas vacuumed edge to edge
- ☐ Displays and merchandise left as your team set them
- ☐ Products matched to each fixture finish

Fitting rooms

- ☐ Mirrors and benches
- ☐ Hooks and floors
- ☐ Porter resets on heavy-traffic days

Customer restrooms

- ☐ Full clean and restock each visit
- ☐ Mirrors, partitions and fixtures polished

Back of house

- ☐ Stockroom and receiving doors on a weekly rotation
- ☐ Staff restrooms each visit
- ☐ Break room counters, tables, sinks and microwave fronts
- ☐ Break room floor mopped
- ☐ Trash and broken-down cardboard to your collection point

Busy seasons and openings

- ☐ Extra visits or longer hours for holiday and sale weeks
- ☐ Early-morning visit for stores that close late
- ☐ Whole sales floor detailed before a grand opening
- ☐ Every pane of storefront glass polished for launch day
- ☐ Fixtures cleaned as they arrive
- ☐ Post-construction clean after a refit

Daytime and periodic floor work

- ☐ Day porter for restrooms and entrances
- ☐ Tile scrubbed and refinished on a schedule
- ☐ Carpet extraction along busy paths

Notes
