# Store cleaning: what we clean

After closing, walk the store front to back with your manager and tick each area.

**Store** _____ **Address** _____

**Walked by** _____ **Date** _____

## Entrance

- [ ] Entry doors and handles
- [ ] Floor by the door cleaned of grit and spills
- [ ] Walkway outside pressure washed
- [ ] Litter picked up on the walk and entry

## Sales floor

- [ ] Checkout counters
- [ ] Display surfaces
- [ ] Sales floor shared surfaces wiped
- [ ] Fitting rooms
- [ ] Hard floors scrubbed or burnished when the finish dulls
- [ ] Carpeted areas extracted or spot treated

## Customer restrooms

- [ ] Restrooms sanitized each visit
- [ ] Soap, paper and liners restocked
- [ ] Bins cleared
- [ ] Floors dry before opening

## Back of the store

- [ ] Staff restrooms
- [ ] Breakroom
- [ ] Stockroom trash and recycling
- [ ] Every bin from the registers to the back rooms

## One-time and seasonal visits

- [ ] Before a holiday season or grand opening
- [ ] Before a display reset
- [ ] Vacated space before a handover
- [ ] Post-construction cleaning after a remodel

## Trading-day support

- [ ] Day porter on the busiest days
- [ ] Restrooms kept stocked while open
- [ ] Clean after close on each trading day
- [ ] Counter and restroom first in a small boutique

## Notes