Retail store cleaning: our after-close list

Walk your floor plan with this sheet and check the areas your store wants on each visit.

Store _____ **Address** _____

Walked by _____ **Date** _____

Entry and storefront

- ☐ Entry glass and door hardware
- ☐ Front windows
- ☐ Carpeted entry departments cleared of grit

Sales floor and displays

- ☐ Displays, shelving edges and fixtures dusted
- ☐ Mannequin bases
- ☐ Glass cases polished streak-free, if you have them
- ☐ Large display pieces dusted in showrooms
- ☐ Demo counters wiped
- ☐ Trash pulled from the sales floor

Fitting rooms

- ☐ Stray hangers and tags cleared
- ☐ Benches and mirrors wiped
- ☐ Fitting room floors cleaned

Checkout

- ☐ Counters and card readers
- ☐ Belts and bag stands
- ☐ Receipts and packaging cleared around each register

Back of house

- ☐ Customer and staff restrooms cleaned and restocked
- ☐ Stockroom trash and floor
- ☐ Break room sink, counter, microwave and tables

Floors

- ☐ Sweeping, dust mopping and damp mopping aisle by aisle
- ☐ Floor finished at the front door
- ☐ Burnishing, scrubbing and recoating on a booked night
- ☐ Carpet extraction for carpeted departments

Schedule notes

- ☐ Last register close and morning delivery time
- ☐ Busy-season weeks for added visits
- ☐ Mall access rules and loading hours, if a tenant

Notes