Retail Store

Checklist for sales floors, fitting rooms, back stock areas, and customer restrooms in retail locations.

Retail is cleaned in the gap between closing and opening, and the customer sees the result within seconds of walking in: the glass, the floor, the counter. This checklist is ordered from the entrance inward and keeps the stockroom items separate, because most stores clean it less often.

Site _____ Date _____ Cleaner _____

Sales Floor

- [ ] Vacuum or mop entire floor
- [ ] Dust shelving, displays, and fixtures
- [ ] Clean checkout counters and POS areas
- [ ] Clean entrance doors and glass storefronts
- [ ] Empty all trash bins

Fitting Rooms

- [ ] Wipe mirrors and seating
- [ ] Vacuum or mop floor
- [ ] Disinfect hooks and door handles
- [ ] Remove hangers and return to floor

Restrooms & Back Stock

- [ ] Clean and disinfect restroom fixtures
- [ ] Refill dispensers
- [ ] Sweep back stock / receiving area
- [ ] Empty all trash