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Your Retail Store Cleaning Checklist

Entrances and exits

- Clean door and window glass (exterior and interior)
- Clean/disinfect door handles
- Clean signage around the doorway
- Empty exterior trash cans
- Clean exterior planters, benches, trash cans, etc.
- Pick up litter
- Remove cobwebs from the entryway
- Vacuum or sweep entryway and doormats

Store area

- Dust and clean shelves
- Dust and clean furniture, fixtures, and decor
- Clean displays and cabinets
- Clean all glass surfaces, partitions, and mirrors
- Organize merchandise
- Pick up and put away misplaced merchandise
- Clean spots on carpets, furniture, and walls
- Pick up trash
- Vacuum soft furniture
- Vacuum carpets
- Sweep and mop hard floors
- Empty trash cans

Checkout/Service Area

- Dust, clean, and wipe down checkout stands
- Clean any glass surfaces
- Clean display area
- Organize merchandise
- Empty trash

Restrooms

- Empty trash
- Replenish soap, hand towel dispensers and toilet paper

Clean all sink surfaces, fixtures, and unclog drains
Clean mirrors and glass surfaces
Wipe down backsplash
Clean and disinfect all toilet and urinal surfaces
Clean and disinfect baby changing stations
Wipe down cabinets and closets
Sanitize doors and door knobs
Sweep and mop floor

Stairways

Pick up trash
Dust and polish ledges, railings, banisters, and fixtures
Clean any glass surfaces
Sweep and mop or vacuum stairs and landings

Backhouse/store rooms

Pick up trash
Empty trash
Dust shelves, furniture, and fixtures
Clean any windows
Sanitize door handles
Clean air vents
Sweep and mop floors

Back office

Empty trash bins
Clean glass surfaces, including windows and window sills
Dust, wipe, and polish desks, chairs, tables, and counters
Sanitize telephones, light switches and lamps, door handles, and other frequently touched items
Declutter and organize tables and desks
Mop hard floor surfaces
Vacuum carpets and soft furniture

Breakroom

Pick up trash
Throw out old refrigerator food
Empty trash cans
Unload dishwasher and put away clean dishes
Load dishwasher with any dirty dishes and start a cycle
Clear countertops and sinks and sanitize
Wipe down outside of cupboards, drawers, and refrigerators
Clean outsides and insides of microwaves
Wipe and sanitize doors and door handles
Vacuum or sweep and mop floors

