

Retail shop after-hours clean: what we clean

After close, walk the store with your manager and tick the floor and back room areas.

Store _____ Address _____
Walked by _____ Date _____

Entry

- ☐ Door glass and push bars cleaned
- ☐ Floor just inside the door done
- ☐ Entry mats vacuumed
- ☐ Sidewalk soil stopped before it reaches the aisles

Sales floor

- ☐ Shelving, display tables and fixtures dusted around merchandise
- ☐ Mirrors and glass cases left streak-free
- ☐ Register trash emptied
- ☐ Hard floors swept and mopped, carpet vacuumed
- ☐ The day's spills cleaned up
- ☐ Light fixtures, high shelves and signs on a dusting rotation

Fitting rooms and checkouts

- ☐ Fitting room mirrors, benches and hooks cleaned
- ☐ Stray hangers cleared and floors done
- ☐ Card terminals and conveyor belts wiped
- ☐ Customer side of each counter wiped
- ☐ Receipt paper and packaging cleared behind the register

Restrooms

- ☐ Customer restrooms cleaned every visit
- ☐ Restocked every visit
- ☐ Staff restroom kept stocked

Stockroom and back of house

- ☐ Receiving area swept
- ☐ Break room trash, sink and microwave
- ☐ Break tables, counters and appliance fronts wiped
- ☐ Lockers and coat areas dusted on a rotation
- ☐ Flattened cardboard to your recycling point

Floors, timing and extras

- ☐ Scrubbing and burnishing on vinyl and tile
- ☐ Periodic strip and refinish
- ☐ Carpet extraction for traffic lanes
- ☐ After closing, or early morning for late-hour stores
- ☐ Extra visits for holidays, sidewalk sales and resets
- ☐ Day porter during open hours, if wanted

Notes
