

Retail Store Cleaning Checklist

Entrances and exits

- ☐ Clean/disinfect door handles
- ☐ Clean signage around the doorway
- ☐ Clean door and window glass
- ☐ Empty exterior trash cans
- ☐ Clean exterior planters and benches
- ☐ Remove cobwebs from the entryway
- ☐ Sweep/vacuum entryway and doormats

Store Area

- ☐ Dust furniture, fixtures, and decor
- ☐ Dust shelves
- ☐ Clean cabinets and displays
- ☐ Clean glass surfaces and mirrors
- ☐ Organize merchandise
- ☐ Remove the wall-stains
- ☐ Vacuum soft furniture and carpets
- ☐ Sweep and mop floor
- ☐ Empty trash cans

Checkout/Service Area

- ☐ Dust and wipe down checkout stands
- ☐ Clean any glass surfaces and display area

Stairways

- ☐ Dust ledges, railings, and fixtures
- ☐ Sweep/vacuum and mop stairs

Restrooms

- ☐ Empty trash
- ☐ Refill soap, toilet paper, and hand sanitizers
- ☐ Clean sink
- ☐ Clean mirror
- ☐ Clean toilet
- ☐ Wipe down cabinets and closets
- ☐ Sanitize doors and doorknobs
- ☐ Sweep/vacuum and mop floor

Backhouse/Store Rooms

- ☐ Empty trash
- ☐ Dust shelves, furniture and fixtures
- ☐ Clean windows and window sills
- ☐ Clean air vents
- ☐ Declutter and organize the products
- ☐ Vacuum carpets and soft furniture
- ☐ Sanitize telephones, light switches, etc.
- ☐ Sweep/vacuum and mop floor

Breakroom

- ☐ Clean fridge and throw out old food
- ☐ Clean microwave, dishwasher
- ☐ Wipe countertops, tables, drawers, and sink
- ☐ Empty trash
- ☐ Sweep/vacuum and mop floors

Retail Store Cleaning Checklist Sample

**United States. Internal Revenue
Service**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the United States Internal Revenue Service text.

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