



Retail-store Cleaning Checklist

To maintain the health and hygiene standards by which every retail and other commercial outlets are regulated, regular cleaning is essential. Not only does it secure you from penalization, it also raises the value of your property and business.

Here are few daily retail store cleaning checklists that you may find useful as you build your own to met your cleaning needs.

Remember to always use appropriate PPE when cleaning!

ENTRANCES AND EXITS

- Sweep the entrance and lift up any litter
- Dust and wash any planters
- Wash and clean the glass doors and door handles
- Spot free them from finger and hand prints
- Air and clean the door mat
- Wash and clean the store banner or sign at the doorway

RECEPTION/OFFICE AREAS

- Wipe and clean the glass surfaces, clear from any spills and stains
- Empty trash bin and ash trays
- Wipe and polish the tables, desks, lamps and trays
- Wipe and sanitize the telephones
- Wipe and clean the windows, window sills and window panes
- Wipe and clean all glass surfaces to get those spots free
- Wipe and remove any stains from the wall
- Get the tables and desks organized, remove and stack magazines, papers, records and registers
- Dust and clean lights, switches, fixtures and décor
- Vacuum carpeted areas, including those below tables and chairs
- Vacuum the soft furnishings
- Mop and clean the hard flooring
- Empty the trash bins and replace liners

STORE AREA

- Dust and clean shelves
- Organize the merchandise in order on the shelves
- Clean the outside of the glass display units
- Clean the chrome trimming on the cabinets
- Clean any adhesive residue from the shelves and display units
- Wipe and clean all glass surfaces, glass partitions and mirrors.
- Dust and clean furniture, window, window sills, fire extinguishers and décor
- Clean the spots and stains off the walls
- Vacuum clean soft furnishings
- Clean the leather upholstery and jewelry tables
- Vacuum clean the carpeted area, spot clean where necessary
- Mop clean the hard floors
- Empty trash can, replace liners and replace them at their places

BACKHOUSE AREA/STORE ROOMS

- Empty the trash cans, replace liners
- Dust and clean any furniture, windows, doors and fixtures
- Clean air vents
- Sweep and mop the floors clean

RESTROOMS

- Clean and disinfect the toilet bowls, seat and rim
- Clean the wash basin and unclog the drain
- Clean the faucets
- Clean the mirrors and glass surfaces
- Wipe and clean the splash back
- Replenish the soap and paper dispensers
- Wipe the outside of the cabinets and closets
- Empty trash bin, replace liners and place them in places
- Dispose trash bags
- Vacuum and sanitize the floor
- Clean the doors and door knobs

STAIRWAYS

- Vacuum and mop the stairs and landings
- Dust and polish the ledges, railings, banisters, fixtures and fire extinguishers
- Spot clean any mirror and glass surfaces

KITCHEN OR PANTRY

- Clear the countertops and wipe clean
- Unload the dishwasher and store away all the crockeries
- Wipe and clean the outside of cupboards, drawers and refrigerators
- Wipe and clean microwave, inside out
- Wash and clean the sink and counter tops
- Empty the trash cans, wash and replace liners
- Vacuum and mop the floor
- Wipe and clean the doors and door knobs

We hope you find the checklist helpful.

Warm Regards,

Impressive Cleaning Solutions Team

www.impressivecleaningsolutions.com