[Company name]

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Retail store cleaning checklist

Daily store cleaning - shop floor, fitting rooms and facilities.

Date: _____

Checked by: _____

Checks

[ ] Shop floor swept and mopped Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Fitting rooms cleared and cleaned Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Windows and entrance glass cleaned Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Shelves and displays dusted and faced up Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Toilets cleaned and restocked Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Stockroom tidied - walkways clear Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Bins emptied Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Card machines and counters wiped Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Handwash station stocked Yes **[ ]** No **[ ]** N/A **[ ]**

[ ] Exterior - entrance swept, signage clean Yes **[ ]** No **[ ]** N/A **[ ]**

Actions required [List any issues found and what was done]

Sign-off

Checked by: _____ **Signature:** _____ **Date:** _____