SF Janitorial

PRINTABLE CHECKLIST

Retail stores: what we clean

Use this sheet while walking the store with your manager.

Store _____ **Address** _____

Walked by _____ **Date** _____

Entrance

- ☐ Entry mats vacuumed
- ☐ Door glass and push plates
- ☐ Extra passes on the first few feet of floor
- ☐ Inside of the storefront window
- ☐ Outside street-level windows, if added

Sales floor

- ☐ Display tables and shelf edges
- ☐ Counters and the checkout area
- ☐ Merchandise on display left in place
- ☐ Display cases and mirrors
- ☐ High displays, sign tops and reachable light fixtures on rotation

Fitting rooms and restrooms

- ☐ Fitting-room mirrors
- ☐ Benches wiped
- ☐ Fitting-room floors vacuumed
- ☐ Customer restrooms cleaned and restocked
- ☐ Paper, hand soap and liners kept in stock

Back of house

- ☐ Stockroom aisles
- ☐ Break room
- ☐ Staff restroom
- ☐ Receiving door

Floors

- ☐ Polished concrete, wood or vinyl tile by material
- ☐ Scrubbing and refinishing through floor care
- ☐ Carpet extraction in boutiques and fitting rooms
- ☐ Periodic floor work booked for a closed day

Timing and closing routine

- ☐ After-closing or early-morning visit
- ☐ Day porter for busy seasons, if added
- ☐ Key or door code and alarm code handed over
- ☐ Lights and doors per your closing list
- ☐ Short note for the opening manager
- ☐ Cleanup after resets, counts and launch days

Notes