Retail Store Cleaning Checklist

A store inspection by area: entrance, sales floor, fitting rooms, cash wrap, washrooms, stockroom and staff room

Site _____ Date _____ Inspector _____

Entrance and Storefront

	Pass	Fail	N/A
Storefront glass and door glass clean on both faces to full height, no streaks visible from the parking lot or mall walkway	☐	☐	☐
Door push bars, pulls and the automatic door sensor cover wiped, fingerprints gone at hand height	☐	☐	☐
Entry mats vacuumed, lifted and the floor underneath swept, mats lying flat with no curled edges	☐	☐	☐
Security pedestals (anti-theft gates) wiped down, base free of grit and gum	☐	☐	☐
Exterior sidewalk or mall frontage swept of litter and cigarette butts as far as the lease line	☐	☐	☐
Door track and threshold clear of grit so the door closes without dragging	☐	☐	☐

Sales Floor

	Pass	Fail	N/A
Hard floor dust mopped and damp mopped to the base of every fixture, no grey film along aisle edges	☐	☐	☐
Carpeted sections vacuumed under the front lip of gondolas and table displays, not only the open aisle	☐	☐	☐
Shelving, gondola ends and table displays dusted where product allows, merchandise left exactly as set	☐	☐	☐
Slatwall, gridwall and wall bays dusted top to bottom, including the hooks and faceouts within reach	☐	☐	☐
Mannequins and forms dusted on the shoulders and base, no fingerprints on painted finishes	☐	☐	☐
Fixture glass, display cases and countertop showcases cleaned inside the edges, no smudges on the front face	☐	☐	☐
Floor checked for loose pins, tags, hangers, sizers and price stickers after the sweep	☐	☐	☐

	Pass	Fail	N/A
Product spills cleaned and reported to the manager on duty, never wiped around	☐	☐	☐

Fitting Rooms

	Pass	Fail	N/A
Mirrors clean edge to edge with no streaks under the fitting room lights	☐	☐	☐
Benches and hooks wiped, nothing left hanging from the last customer	☐	☐	☐
Floor vacuumed or mopped into all four corners, pins, tags and hangers picked up	☐	☐	☐
Curtains or doors spot cleaned at hand height, curtain hem not dragging debris	☐	☐	☐
Fitting room attendant station and returns rail dusted and clear of rubbish	☐	☐	☐

Cash Wrap and Checkout

	Pass	Fail	N/A
Counter surface cleaned and disinfected, including the strip in front of the register where customers lean	☐	☐	☐
Payment terminals and PIN pads wiped with a product safe for electronics, keypad and screen included	☐	☐	☐
Bag well, shelf under the counter and gift wrap area dusted where clear	☐	☐	☐
Impulse fixtures and queue line stanchions dusted, queue floor mopped	☐	☐	☐
Staff side of the cash wrap swept, waste and recycling under the counter emptied	☐	☐	☐

Customer Washrooms

	Pass	Fail	N/A
Toilets and urinals cleaned inside, outside, under the rim and at the base where they meet the floor	☐	☐	☐
Sinks, faucets, counters and mirrors cleaned with no water spotting	☐	☐	☐
Soap, paper towel, toilet paper and sanitary bins stocked and emptied	☐	☐	☐
Baby change table cleaned and disinfected, strap wiped	☐	☐	☐
Floor mopped behind the toilet and to the corners, floor drain free of buildup	☐	☐	☐
Washroom odour neutral at the door	☐	☐	☐

Stockroom and Receiving

	Pass	Fail	N/A
Aisles between racking swept, cardboard dust and shrink wrap pieces removed	☐	☐	☐
Receiving door threshold and dock area swept, no pallet debris in the walkway	☐	☐	☐
Cardboard baler or flattened cardboard staged where the store wants it, recycling area tidy	☐	☐	☐
Fire exit route through the stockroom clear, emergency exit door not blocked by stock or waste	☐	☐	☐
Janitor closet or mop sink area clean, mop heads hung to dry, chemicals labelled and capped	☐	☐	☐

Staff Room and Office

	Pass	Fail	N/A
Lunch table and chairs wiped, crumbs swept	☐	☐	☐
Microwave cleaned inside, fridge handle and kettle wiped	☐	☐	☐
Sink and counter cleaned, dishes left for staff unless the scope says otherwise	☐	☐	☐
Garbage and recycling emptied and relined	☐	☐	☐
Office desk dusted where clear, papers and the safe area left untouched	☐	☐	☐
Floor vacuumed or mopped, including under the lunch table	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Store cleaned and inspected before opening, with the sales floor dry before the doors unlock	☐	☐	☐
Wet floor signs out during and after mopping, picked up once the floor is dry	☐	☐	☐
Alarm code, keys and lockup done exactly as the store manager set them, door checked on the way out	☐	☐	☐
Damage, burnt-out lights, ceiling stains and pest signs reported to the store the same visit	☐	☐	☐
Nothing moved on a display or a planogram fixture	☐	☐	☐
Previous inspection deficiencies verified as fixed	☐	☐	☐

Suggested frequency

Daily	Entrance glass and mats, sales floor floors, fitting rooms, cash wrap, washrooms, waste
Weekly	Fixture dusting top to bottom, mannequins, stockroom aisles, staff room fridge exterior and microwave
Monthly	High dusting of light fixtures, vents and sign tops within reach, baseboards, display case interiors as the store allows
Quarterly	Hard floor scrub and recoat or strip and wax on VCT, carpet extraction in carpeted sections
As booked	Before a floor reset or holiday set, and after a sale weekend: extra floor and fitting room clean

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