Broombook

Free printable checklist

Retail store cleaning checklist

Opening, closing, weekly and monthly tasks

Client or site

Date

Cleaner

Opening retail cleaning checklist

10 tasks

Entrance and storefront

- [ ] Clean fingerprints off entrance door glass, push bars and handles, inside and out
- [ ] Shake out or vacuum entry mats and sweep the threshold and sidewalk in front of the doors
- [ ] Wipe the handles of shopping baskets and carts and stack them at the entrance
- [ ] Check window displays for dust and smudges at eye level

Sales floor quick check

- [ ] Walk every aisle for debris, tags, hangers and spills left from stocking
- [ ] Spot-clean the floor and put a wet floor sign out until dry
- [ ] Straighten end caps and wipe any fixture a customer will touch first

Checkout, fitting rooms and restrooms

- [ ] Wipe counters, card terminals and bag stands at every register
- [ ] Check each fitting room: mirror, hooks, bench, floor and no leftover hangers or pins
- [ ] Check restrooms: fixtures clean, dispensers full, trash empty, floor dry

Closing retail cleaning checklist

25 tasks

Sales floor

- [ ] Pick up hangers, tags, pins, packaging and debris from the floor and under fixtures
- [ ] Dust and wipe shelves, tables, racks and display fixtures at hand height
- [ ] Clean glass showcases and acrylic displays with a cleaner safe for each surface
- [ ] Clean and disinfect handrails, door handles and other touch points
- [ ] Vacuum carpet and dust-mop hard floors, then damp-mop or auto-scrub with the floor’s approved cleaner
- [ ] Empty trash and recycling and replace liners

Checkout and customer service

- [ ] Clean, then disinfect counters, card terminals (spray the cloth, never the device), pens and bag stands
- [ ] Wipe the phone, keyboard, scanner and the returns desk
- [ ] Empty register trash and shred bins if the store asks
- [ ] Clean the floor behind the counter, where receipts and tags collect

Fitting rooms

- [ ] Collect leftover garments and hangers and return them to the go-back rack
- [ ] Clean mirrors and wipe hooks, benches, doors and locks
- [ ] Vacuum or mop each room, and under the bench

Closing retail cleaning checklist (continued)

Fitting rooms (continued)

- [ ] Wipe privacy curtains or doors where hands grab them, and report torn curtains or loose hooks

Stockroom and back office

- [ ] Break down and bale or stage cardboard, and clear packing debris from the receiving area
- [ ] Sweep stockroom aisles and confirm nothing blocks an exit door, a fire extinguisher or the electrical panel
- [ ] Wipe the break table, microwave, fridge handle and sink; take food waste out
- [ ] Empty office trash, vacuum or mop the office floor
- [ ] Set the alarm and lock up per the key holder instructions

Restrooms

- [ ] Clean and disinfect toilets, urinals, seats, flush handles and partitions
- [ ] Clean and disinfect sinks, faucets, counters and the changing table
- [ ] Clean mirrors and the outside of dispensers
- [ ] Refill toilet paper, paper towels and soap
- [ ] Empty trash and sanitary bins and replace liners
- [ ] Sweep and mop the floor last, with a wet floor sign out

Weekly retail cleaning checklist

12 tasks

Fixtures and glass

- [ ] Dust the full height of racks, shelves, slatwall, mannequins and signage
- [ ] Clean interior glass, mirrors on the floor and the inside of the storefront windows
- [ ] Wipe the tops and fronts of showcases, cash wrap and display tables
- [ ] Vacuum under and behind movable fixtures the staff can shift

Floors

- [ ] Machine-scrub hard floors in the main aisles and at the entrance
- [ ] Spot-clean carpet stains in fitting rooms and on the floor
- [ ] Burnish finished VCT if the store keeps a high-gloss floor
- [ ] Clean entry mats on both sides and the floor beneath them

Restrooms, break room and stockroom

- [ ] Descale faucets, toilet bowls and urinals
- [ ] Clean the inside of the break room fridge after staff clear it
- [ ] Wipe stockroom shelving fronts and sweep behind the receiving door
- [ ] Dust vents, exit signs and the tops of lockers

Monthly and seasonal retail cleaning checklist

10 tasks

Monthly

- [ ] High dusting of ceiling fixtures, track lighting, speakers, security cameras and signage

Monthly (continued)

- [ ] Wash walls, doors and baseboards where carts and strollers leave marks

Monthly and seasonal retail cleaning checklist (continued)

Monthly (continued)

- [ ] Clean light diffusers and the inside of display window frames
- [ ] Hot-water extract carpet in fitting rooms and high-traffic lanes
- [ ] Check the janitor closet: stock, labeled bottles and safety data sheets

Quarterly or seasonal

- [ ] Strip and refinish VCT or deep-scrub polished concrete, usually before a holiday season
- [ ] Clean the exterior storefront glass, the sign and the awning, if in scope
- [ ] Wash down the stockroom floor and the receiving dock
- [ ] Clean mannequins and display props during a visual reset
- [ ] Walk the store with the manager and update the checklist