[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Retail store cleaning checklist

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

Date	[Date]
Checked by	[Name]

Checks

Check	Yes	No	N/A
Shop floor swept and mopped	☐	☐	☐
Fitting rooms cleared and cleaned	☐	☐	☐
Windows and entrance glass cleaned	☐	☐	☐
Shelves and displays dusted and faced up	☐	☐	☐
Toilets cleaned and restocked	☐	☐	☐
Stockroom tidied - walkways clear	☐	☐	☐
Bins emptied	☐	☐	☐
Card machines and counters wiped	☐	☐	☐
Handwash station stocked	☐	☐	☐
Exterior - entrance swept, signage clean	☐	☐	☐

Actions required

[List any issues found and what was done]

Sign-off

Checked by	Signature	Date