Ashford Business Services Ltd

Retail store cleaning checklist

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

Date	9 November 2026
Checked by	Sarah Mitchell

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 as agreed at the meeting.

Sign-off

Checked by	Signature	Date