

Retail Store Cleaning Checklist

Opening, Closing & Ongoing Tasks for a Welcoming Shopping Experience

Sales Floor & Displays

	Task	Frequency
☐	Sweep or vacuum all floor areas	Daily
☐	Mop hard floors	Daily
☐	Dust shelving, racks, and product displays	Daily
☐	Wipe down glass display cases	Daily
☐	Sanitize shopping carts and baskets	Daily
☐	Clean and organize fitting room benches/hooks	Daily
☐	Deep clean carpeted areas	Weekly

Entrance & Checkout Area

	Task	Frequency
☐	Clean entrance doors and glass (inside and out)	Daily
☐	Wipe checkout counters and POS terminals	Daily
☐	Sanitize PIN pads and touchscreens	After every transaction
☐	Sweep entrance mat and foyer	Daily

Stock Room & Back of House

	Task	Frequency
☐	Sweep and clear debris from aisles	Daily
☐	Organize and wipe down shelving units	Weekly
☐	Clean loading dock area	Weekly
☐	Remove all cardboard and packaging waste	Daily

Restrooms & Break Room

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	Task	Frequency
☐	Full restroom disinfection	Daily
☐	Restock supplies	Daily
☐	Clean break room appliances and countertops	Daily
☐	Deep clean refrigerator	Monthly

Ready for a cleaner, healthier space?
Contact United Unlimited Cleaning today for a free assessment.
www.unitedunlimitedcleaning.com