

# Daily Cleaning Checklist for Retail Stores

Maintaining a clean store environment is crucial for customer satisfaction and safety. A **daily cleaning checklist** for retail stores ensures all areas, from floors to shelves, are consistently sanitized and organized. This checklist helps staff stay accountable and uphold high hygiene standards every day.

## Front of Store

- Sweep and mop entrance and high-traffic areas
- Wipe down door handles and glass doors
- Dust and clean display shelves
- Organize product displays
- Empty trash receptacles

## Sales Floor

- Sweep/vacuum and mop floors
- Sanitize shopping carts and baskets
- Wipe down counters, checkout stations, and credit card machines
- Restock sanitizing stations
- Dust signage and light fixtures

## Restrooms

- Clean and disinfect toilets and sinks
- Refill soap and paper towel dispensers
- Sweep and mop floors
- Empty trash bins
- Wipe down mirrors and fixtures

## Backroom/Stock Areas

- Sweep and mop floors
- Organize stock and dispose of empty boxes
- Disinfect common touchpoints (door handles, switches)
- Empty trash and recycling bins

## Employee Break Area

- Wipe down tables, chairs, and countertops
- Sweep and mop floors
- Clean microwave, fridge handles, and sink
- Empty garbage bins

## Daily Cleaning Record

Area	Task	Completed By	Time
Front of Store	Sweep & mop		
Sales Floor	Sanitize carts		
Restrooms	Disinfect surfaces		

Stock Area	Organize and clean		
Break Area	Wipe surfaces		