

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		

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