

# Store Cleanliness Audit Guide

## Audit Objective

To ensure the store maintains high standards of cleanliness and hygiene in all areas, providing a safe and pleasant environment for customers and staff.

## Audit Scope

- Entrance & Exterior
- Sales Floor & Displays
- Checkout Counter
- Restrooms
- Storage & Backroom
- Staff Areas

## Audit Checklist

Area	Checklist Item	Yes	No	Remarks
Entrance & Exterior	Storefront free of litter/debris			
Sales Floor	Floors are clean and free of spills			
Checkout Counter	Countertops sanitized and organized			
Restrooms	Sinks and toilets cleaned regularly			
Storage & Backroom	No clutter, clean floors and shelves			
Staff Areas	Break areas cleaned after use			

## Audit Ratings

1. Satisfactory: All criteria met
2. Needs Improvement: Some minor issues found
3. Unsatisfactory: Major issues require immediate action

**Auditor Name:**

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**Date:**

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**Signature:**

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