

Morning Store Cleaning and Sanitization Checklist

General Area

Task	Completed	Notes
Sweep and mop floors		
Wipe down counters & tables		
Sanitize door handles and switches		
Empty trash bins and replace liners		

Restrooms

Task	Completed	Notes
Clean and sanitize sinks & counters		
Disinfect toilets and urinals		
Restock paper towels, soap, & toilet paper		
Empty restroom trash bins		

Back Room / Storage

Task	Completed	Notes
Organize stock and supplies		
Sweep and sanitize floor area		
Check and clean sinks & prep areas		

Staff Signature

Date