Store Cleaning Checklist Template

Date: [_____]

Store / Location: [_____]

Checked By:

[_____]

Entry & Floors

Task	Completed	Comments
Sweep and mop entrance area	☐	[_____]
Clean floor surfaces throughout store	☐	[_____]
Spot clean high-traffic areas	☐	[_____]

Shelves & Displays

Task	Completed	Comments
Dust shelves and displays	☐	[_____]
Organize merchandise neatly	☐	[_____]
Check for expired/damaged items	☐	[_____]

Checkout & Counters

Task	Completed	Comments
Wipe down counters and registers	☐	[_____]
Sanitize payment equipment	☐	[_____]
Empty trash bins	☐	[_____]

Restrooms

Task	Completed	Comments
Clean sinks and counters	☐	[_____]
Sanitize toilet and urinals	☐	[_____]
Restock supplies	☐	[_____]

Stockroom & Back Area

Task	Completed	Comments
Sweep and organize backroom	☐	
Dispose of empty boxes and packaging	☐	
Check fire exits are clear	☐	

Additional Notes

Add any additional notes, concerns, or follow-ups here...