

Facility _____ Date _____ Completed by _____

Daily**Entrances & windows**

- Sweep and spot-mop entryways several times a day
- Clean glass doors and windows streak-free
- Empty outdoor bins and tidy exterior displays

Sales floor

- Dust shelves, racks and endcaps top to bottom
- Vacuum aisles, then damp-mop with neutral cleaner
- Front-face stock and clear trip hazards

Checkout & POS

- Disinfect counters, terminals, touchscreens and belts (EPA-registered)
- Empty trash; restock bags, receipt paper and wipes

Fitting rooms, restrooms & staff

- Wipe benches, handles and mirrors; collect tags
- Fully disinfect and restock restrooms (hourly at peaks)
- Sanitize staff tables and appliances; remove trash

Weekly**Floors**

- Machine-scrub or mop hard floors in sections
- Extract carpets in high-traffic zones
- Wash or vacuum entrance mats

High-touch & signage

- Disinfect railings, elevator buttons, shelf edges and kiosks
- Dust overhead signage and promo displays

Stockroom & back-of-house

- Sweep, mop and organize inventory
- Clean delivery bays (cardboard, wrap, spills)

Monthly**Deep dives**

- Move gondolas and racks to clean underneath
- Deep-clean seating and fabric displays

Floors, vents & lighting

- Burnish or recoat high-traffic floors
- Dust ceiling corners, fixtures, vents and HVAC grilles
- Clean or replace HVAC filters

Supplies review

- Confirm disinfectants are surface-appropriate and label-correct
- Update the written schedule, signage and training