

## Daily / Weekly Store Cleanliness Checklist

Store # \_\_\_\_\_

Week Ending Date \_\_\_\_\_

**Daily Activities**

**STORE SECURITY PROGRAM**

- Clean all windows & counters to be free of finger prints smudges
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**SUN    MON    TUE    WED    THU    FRI    SAT**

<b>10:00 AM</b>							
<b>10:30 AM</b>							
<b>11:00 AM</b>							
<b>11:30 AM</b>							
<b>12:00 PM</b>							
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<b>4:00 PM</b>							
<b>4:30 PM</b>							
<b>5:00 PM</b>							
<b>5:30 PM</b>							
<b>6:00 PM</b>							
Sweep sidewalk / area in front of store to eliminate all trash & dirt							
Wipe down CashNWrap & RSS monitors							
Dust mop non-carpet floor to eliminate dust dirt and debris							
Mop non-carpet floor to eliminate all dirt & debris							
Clean counter area to be free of food, boxes, trash or merchandise needing to be returned							
Organize & clean Manager's desk (all paperwork filed, free of food, trash, debris & any broken product)							
Dust product & fixtures on sales floor to be cleared of dust							
Organize all merchandise on shelves & in floor stacks							
Re-pack any improperly packaged product							
Organize backroom to be free of debris & ensure rear emergency exit is accessible							
Vacuum carpet to remove dirt & trash							
Empty & consolidate trashcans							

**Weekly Activities (may occur more often if needed)**

**SUN    MON    TUE    WED    THU    FRI    SAT**

- Clean restroom & ensure supply of toilet paper, soap & paper towels. Restroom must be functional & accessible.
- Dust / mop backroom to eliminate dust, dirt & debris
- Check / replace burned out light bulbs and check outside lighting
- Wash storefront windows inside & out
- Replace missing, damaged or stained ceiling tiles
- Check that all ceiling light fixtures have working lights
