Store and shopping center cleaning: what we clean

Carry this sheet through the store or center before trading hours begins.

Store or center _____ **Address** _____

Walked by _____ **Date** _____

Sales floor and fitting rooms

- ☐ Sales floor the crew can reach
- ☐ Fitting rooms on every visit
- ☐ Customer counters
- ☐ Showroom surfaces
- ☐ Entrance glass ready before the first shopper

Back of the store

- ☐ Staff offices: surfaces and floors
- ☐ Breakroom surfaces and floors
- ☐ Stockroom tasks agreed: _____
- ☐ Restrooms on the routine visit

Center common areas

- ☐ Shared corridors on their own schedule, apart from each storefront
- ☐ Common restrooms, the rooms most in need of porter support
- ☐ Day porter rounds during open hours: entrance soil and glass
- ☐ Restroom touch-ups during the afternoon rush

Lot to storefront

- ☐ Drive lanes and stalls swept
- ☐ Litter cleared at entrances and planters
- ☐ Walkways in front of the stores pressure washed where compatible
- ☐ Gum and graffiti treated by material, stucco or concrete
- ☐ Low-rise storefront windows
- ☐ Landscaped islands: grass cut, edges trimmed, shrubs shaped

Vacant shops

- ☐ Soil and residue removed before the next tenant
- ☐ Suite number and handover date: _____

Frequency

- ☐ Trading days per week: _____
- ☐ Main corridor or high-volume store: every trading day
- ☐ Quieter boutique or back office: visits per week _____
- ☐ Cleaning window outside trading hours: _____

Notes