

# Store Checklist



DATE \_\_\_\_\_

- Check all trash cans indoors and out. Empty as needed.
- Check and remove trash from all outdoor areas including parking lot and landscaping.
- Check all restrooms.
- Restock all paper items.
- Ensure all surfaces (walls, counters, sinks, mirrors) are clean.
- Sweep all floors.
- Mop all floors
- Windows and doors washed with cleaner. Streak free.
- Wipe down all counters in store area.
- Wipe down all dispensers.
- Be sure all products are neatly arranged and in proper order.
- Clean all coffee.
- Wash any dishes or utensils for food service.
- Dust all décor such as lighting, window displays, floor displays.
- Clean all baseboards.
- Clean and disinfect toilets and sinks.

Notes:

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