Store or shopping center: what we clean

Walk the floor or the center with this sheet and mark what should be done before opening.

Store or center _____ **Address** _____

Walked by _____ **Date** _____

Storefront and entry

- ☐ Entry glass
- ☐ Door handle
- ☐ Entry mat
- ☐ First few yards of floor inside the door
- ☐ Scrubbing and burnishing for tile and vinyl entries

Sales floor

- ☐ Sales floor dusted and cleaned
- ☐ Fitting rooms reset
- ☐ Counters and checkout lanes wiped
- ☐ Back rooms kept tidy for staff
- ☐ Back offices

Center common areas

- ☐ Covered walkways
- ☐ Seating areas wiped before tenants open
- ☐ Common corridors
- ☐ Glass at each entry
- ☐ Tenant suites added on their own plan

Restrooms

- ☐ Customer restroom cleaned
- ☐ Public restrooms restocked
- ☐ Porter rounds through busy weekends

Dining tenants

- ☐ Dining rooms after the last diners leave
- ☐ Guest restrooms
- ☐ Front doors

Floors and timing

- ☐ Dawn cleaning before a mid-morning opening
- ☐ Overnight cleaning after a late close
- ☐ Common areas on the center's own schedule
- ☐ Carpet extraction in fitting areas
- ☐ Deeper floor visit a few weeks before the busy season

Notes