



Retail Store Maintenance Checklist

10 Mar 2025 / Destiny Kertzmann

Complete

Score	24 / 24 (100%)	Flagged items	0	Actions	1
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Store Name

Dillingham Mart

Store Branch

Kenny Wren Branch

Inspection Date

10.03.2025 09:56 PST

Prepared By

Destiny Kertzmann

Actions

1 action

General Store Appearance / Ensure store lighting is bright and consistent.

Frequency

Daily

There's a busted bulb near the common restroom.



Photo 1

To do | Assignee: Latte Norwich | Priority: Medium | Due: 14.03.2025 11:00 PST | Created by: SafetyCulture Staff

Replace bulb

Hi Latte, kindly replace the bulb near the male's common restroom.

Cleaning and Sanitation

4 / 4 (100%)

Sweep and mop floors.

1 / 1 (100%)

Frequency

Daily

Completed By

Myrtis Rosenbaum

Myrtis Rosenbaum
14.03.2025 10:01 PST

Sanitize high-touch areas (e.g., door handles, counters).

1 / 1 (100%)

Frequency

Daily

Completed By

Myrtis Rosenbaum

Myrtis Rosenbaum
14.03.2025 10:02 PST

Empty trash bins and dispose of waste properly.

1 / 1 (100%)

Frequency

Daily

Completed By

Myrtis Rosenbaum

Myrtis Rosenbaum
14.03.2025 10:02 PST

Deep clean restrooms.

1 / 1 (100%)

Frequency

Weekly

Completed By

Myrtis Rosenbaum

Myrtis Rosenbaum
14.03.2025 10:02 PST

General Store Appearance

1 action, 4 / 4 (100%)

Ensure store lighting is bright and consistent.

1 action, 1 / 1 (100%)

Frequency

Daily

There's a busted bulb near the common restroom.



Photo 1

To do | Assignee: Latte Norwich | Priority: Medium | Due: 14.03.2025 11:00 PST | Created by: SafetyCulture Staff

Replace bulb

Hi Latte, kindly replace the bulb near the male's common restroom.

Completed By

Anissa Hermiston

Anissa Hermiston
14.03.2025 10:07 PST

Verify shelves and displays are neat and orderly.

1 / 1 (100%)

Frequency

Daily

Completed By

Anissa Hermiston

Anissa Hermiston
14.03.2025 10:08 PST

Check for damaged or worn-out signage.

1 / 1 (100%)

Frequency

Weekly

Completed By

Anissa Hermiston

Anissa Hermiston
14.03.2025 10:08 PST

Inspect floors for scratches, stains, or other damage.

1 / 1 (100%)

Frequency

Weekly

Completed By

Anissa Hermiston

Anissa Hermiston
14.03.2025 10:09 PST

Interior Maintenance

4 / 4 (100%)

Check and restock restroom supplies.

1 / 1 (100%)

Frequency

Bi-Weekly

Completed By

Garrison Dicki

Garrison Dicki
14.03.2025 10:14 PST

Inspect HVAC systems for proper function.

1 / 1 (100%)

Frequency

Monthly

Completed By

Garrison Dicki

Garrison Dicki
14.03.2025 10:14 PST

Test all electrical outlets and fixtures.

1 / 1 (100%)

Frequency

Monthly

Completed By

Garrison Dicki

Garrison Dicki
14.03.2025 10:14 PST

Report and repair any plumbing leaks.

1 / 1 (100%)

Frequency

As Needed

Completed By

Garrison Dicki

Garrison Dicki
14.03.2025 10:15 PST

Exterior Maintenance

4 / 4 (100%)

Remove litter and debris from parking lot and sidewalks.

1 / 1 (100%)

Frequency

Daily

Completed By

Gloria Bashirian

Gloria Bashirian
14.03.2025 10:17 PST

Ensure all exterior lighting is functioning.

1 / 1 (100%)

Frequency

Daily

Completed By

Gloria Bashirian

Gloria Bashirian
14.03.2025 10:18 PST

Inspect signage for damage or wear.

1 / 1 (100%)

Frequency

Daily

Completed By

Gloria Bashirian

Gloria Bashirian
14.03.2025 10:18 PST

Maintain landscaping and greenery.

1 / 1 (100%)

Frequency

Monthly

Completed By

Gloria Bashirian

Gloria Bashirian
14.03.2025 10:18 PST

Equipment and Facilities Maintenance

4 / 4 (100%)

Service and clean POS systems.

1 / 1 (100%)

Frequency

Daily

Completed By

Nya Lind

Nya Lind
14.03.2025 10:20 PST

Inspect shopping carts and baskets for damage.

1 / 1 (100%)

Frequency

Daily

Completed By

Nya Lind

Nya Lind
14.03.2025 10:20 PST

Verify fire extinguishers are charged and accessible.

1 / 1 (100%)

Frequency

Monthly

Completed By

Nya Lind

Nya Lind
14.03.2025 10:20 PST

Schedule regular maintenance for refrigeration units.

1 / 1 (100%)

Frequency

Quarterly

Completed By

Nya Lind

Nya Lind
14.03.2025 10:20 PST

Safety and Compliance

4 / 4 (100%)

Test smoke detectors and fire alarms.

1 / 1 (100%)

Frequency

Bi-Weekly

Completed By

Mariano Harber Mariano Harber
14.03.2025 10:24 PST

Ensure aisles are clear and free from hazards.

1 / 1 (100%)

Frequency

Daily

Completed By

Mariano Harber Mariano Harber
14.03.2025 10:25 PST

Verify emergency exits are unobstructed.

1 / 1 (100%)

Frequency

Daily

Completed By

Mariano Harber Mariano Harber
14.03.2025 10:25 PST

Conduct a safety inspection walkthrough.

1 / 1 (100%)

Frequency

Weekly

Completed By

Mariano Harber Mariano Harber
14.03.2025 10:25 PST

Sign-Off Page

Comments/Summary of Findings

Please see attached summary of findings.

[Retail Store Maintenance Checklist Feedback.pdf](#)

Retail Store Maintenance Completed By

Destiny Kertzmann Destiny Kertzmann
14.03.2025 10:26 PST

Retail Store Maintenance Acknowledged By

Hellen Miller Hellen Miller
14.03.2025 10:28 PST

Media summary



Photo 1

File summary

[Retail Store Maintenance Checklist Feedback.pdf](#)