



## Retail Store Cleaning Checklist

1 Sep 2025 / Ally Schmitt

Complete

Score	41 / 43 (95.35%)	Flagged items	2	Actions	1
Conducted on	01.09.2025				
Prepared by	Ally Schmitt				
Location	111 N Lincoln Ave, Monterey Park, CA 91755, USA (34.0633777, -118.1214945)				

Flagged items & Actions

2 flagged, 1 action

Flagged items

2 flagged, 1 action

Retail Store Cleaning / Store Presentation & General Cleanliness

Are light fixtures dust-free and fully operational?

No



Photo 1

To do | Priority: High | Due: 12.09.2025 10:28 PST | Created by: SafetyCulture Staff

Replace the busted bulb

Hi Norwich, please replace the busted bulb near the parking entrance. Thanks you

Retail Store Cleaning / Staff Areas & Backroom


Is the staff break area clean and organized?

No

A few cluttered objects were found. This will be discussed during the end-of-week huddle.

Other actions

0 actions

Retail Store Cleaning		2 flagged, 1 action, 40 / 42 (95.24%)
Store Presentation & General Cleanliness		1 flagged, 1 action, 13 / 14 (92.86%)
Are all shelves tidy and free of dust?		Yes
Are display areas neat and well-organized?		Yes
Are floors swept, mopped, and polished?		Yes
Are floors maintained to prevent long-term damage?		Yes
Are windows and glass doors clean and streak-free?		Yes
Are fitting rooms clean, organized, and free of clutter?		N/A
Are display fixtures cleaned and sanitized?		Yes
Are all customer service points (e.g. counters, registers, card machines) disinfected frequently?		Yes
Are all high-touch areas (e.g. door handles, railings, fitting room handles) cleaned regularly throughout the day?		Yes
Are light fixtures dust-free and fully operational?		No
		
Photo 1		
<b>To do</b>   Priority: High   Due: 12.09.2025 10:28 PST   Created by: SafetyCulture Staff		
Replace the busted bulb Hi Norwich, please replace the busted bulb near the parking entrance. Thanks you		
Is trash removed regularly?		Yes
Is waste segregated correctly?		Yes
Are waste bags tied securely and disposed of in designated areas?		Yes
Are outside waste disposal areas clean and pest-free?		Yes
Are bins sanitized?		Yes
Customer Health & Safety		11 / 11 (100%)

Are restrooms cleaned and sanitized throughout the day?	Yes
Are restrooms stocked throughout the day?	Yes
Is the air conditioning/heating system vent free from dust buildup?	Yes
Are all entrances and aisles free of obstructions and tripping hazards?	Yes
Are sanitizing stations available and replenished?	Yes
Are the appropriate cleaning agents used for surfaces?	Yes
Are gloves and protective gear used when handling cleaning agents or waste?	Yes
Are separate cloths or tools used to prevent cross-contamination between surfaces?	Yes
Is equipment (e.g. vacuums, mops, spray bottles) cleaned and stored properly after use?	Yes
Are cleaning supplies properly labeled?	Yes
Are cleaning supplies safely stored?	Yes
Staff Areas & Backroom	
1 flagged, 2 / 3 (66.67%)	
Is the staff break area clean and organized?	No
A few cluttered objects were found. This will be discussed during the end-of-week huddle.	
Are employee lockers and storage areas tidy?	Yes
Is the stockroom free of clutter and debris?	Yes
Staff Training & Hygiene	
4 / 4 (100%)	
Have all staff received training on proper cleaning techniques?	Yes
Are staff aware of correct hygiene practices?	Yes
Are refresher training sessions conducted regularly?	Yes
Do staff understand their role in maintaining a clean and safe environment?	Yes
Records & Accountability	
10 / 10 (100%)	

<b>Are cleaning audits performed regularly?</b>	Yes
<b>Are deficiencies noted and corrective actions assigned immediately?</b>	Yes
<b>Is feedback documented and communicated to staff?</b>	Yes
<b>Has each assigned cleaning task been completed for the shift?</b>	Yes
<b>Are staff initials or signatures recorded for completed tasks?</b>	Yes
<b>Is the date and time of each cleaning activity documented?</b>	Yes
<b>Are cleaning logs updated and stored for reference?</b>	Yes
<b>Are missed tasks noted with reasons and follow-up actions?</b>	Yes
<b>Is compliance with company cleaning standards tracked over time?</b>	Yes
<b>Are follow-up checks performed to confirm issues are resolved?</b>	Yes

Additional Comments

Please see attached file for detailed comments.  
[retail store cleaning checklist comments.pdf](#)

Overall Assessment

Compliant

Generally compliant with a few minor issues found.

Inspector Signature

*Ally Schmitt*

Ally Schmitt  
05.09.2025 10:33 PST

Supervisor Signature (if applicable)

## Media summary



Photo 1

## File summary

[retail store cleaning checklist comments.pdf](#)