

Retail Store Cleaning Checklist

1 Sep 2025 / Ally Schmitt

Score	41 / 43 (95.35%)	Flagged items	2	Actions	1
Conducted on 01.09.2025					
Prepared by Ally Schm				Ally Schmitt	
Location					ve, Monterey Park, CA 91755, USA 777, -118.1214945)

Complete

Flagged items & Actions

2 flagged, 1 action

2 flagged, 1 action

Flagged items

Retail Store Cleaning / Store Presentation & General Cleanliness

Are light fixtures dust-free and fully operational?





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

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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%)			

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

Completion Page 1 / 1 (100%)

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

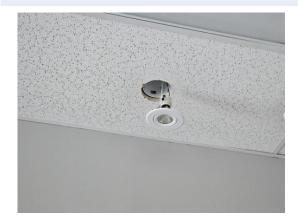


Photo 1

File summary

retail store cleaning checklist comments.pdf