

Cleaning



store cleanliness checklist

- Empty fitting room racks regularly
- Check fitting rooms for discarded clothing
- Pick up any trash/litter on the floor (check under the racks)
- Use the hand vacuum during store hours, if needed
- Straighten clothing racks
- Change hangers or add foam to hangers, if needed
- Check sizing and colorization of clothing racks
- Restock shelving units, as needed
- Clean & dust shelves and racks (tops & bottoms)
- Dust window ledges
- Dust base boards around the perimeter of the store
- Clean doors, benches, and mirrors in fitting rooms; make sure to clean the top of mirrors and wall hooks
- Vacuum/sweep every night (larger stores may divide store into daily sections)
- Mop floors, if necessary, in your location
- Clean bathrooms regularly (change garbage; refill soap, paper towels, and toilet paper)
- Clean up debris from parking lot and around the entryway
- Clean up debris around dumpster/delivery door area
- Wipe down tables and chairs in break room area
- Clean microwave and refrigerators on a weekly basis
- Back room clean and organized
- Office area clean and organized
- During the winter: make sure your front sidewalks are kept shoveled and salted
- During the winter: make sure your back door area is shoveled and salted so the delivery driver can get to your door easily

