

PRIME

RETAIL STORE

CLEANING CHECKLIST

A complete daily, weekly, monthly, and seasonal cleaning checklist to keep your store spotless, safe, and customer-ready.

FREQUENCY	AREAS TO CLEAN	WHAT TO DO (OPENING & CLOSING)	AVG. TIME TO COMPLETE
 DAILY	 Store Entrance & Sidewalk	Opening: Sweep entrance, remove litter, clean mats, wipe doors. Closing: Remove debris, spot clean glass, inspect for spills.	10–15 min
	 Sales Floor & Customer Aisles	Opening: Vacuum or dust mop, inspect for hazards. Closing: Sweep, mop, remove stains, straighten aisles.	20–30 min
	 Checkout Counters & POS Stations	Opening: Wipe counters, disinfect card readers, screens, phones. Closing: Sanitize high-touch surfaces, organize counters.	10–15 min
	 Product Shelves & Displays	Opening: Dust shelves, wipe displays, organize merchandise. Closing: Dust surfaces, restock displays.	15–20 min
	 Fitting Rooms (if applicable)	Opening: Vacuum, disinfect benches, clean mirrors. Closing: Empty trash, sanitize touchpoints, tidy rooms.	10–15 min
	 Restrooms	Opening: Clean & disinfect, refill supplies. Closing: Sanitize fixtures, mop floors, empty trash, restock.	15–20 min
	 Glass Windows & Mirrors	Opening: Remove fingerprints & smudges. Closing: Spot clean storefront glass & mirrors.	10–15 min
	 Employee Break Room	Opening: Wipe tables & countertops. Closing: Clean appliances, empty trash, mop floor.	10–15 min
	 Trash & Recycling	Opening: Check bins, replace liners if needed. Closing: Empty all bins, replace liners.	10 min
 WEEKLY	 Hard Floors	Machine scrub, buff, or burnish high-traffic areas.	45–90 min
	 Carpets & Rugs	Deep vacuum edges, remove stains, shampoo as needed.	45–60 min
	 Shelving & Fixtures	Remove products where practical and clean shelves.	30–45 min
	 Windows & Glass	Clean interior & exterior windows, doors & display cases.	30–45 min
	 Light Fixtures & Signage	Dust lighting, signs, and decorative displays.	30 min
	 Backroom & Storage Areas	Sweep & mop floors, organize shelves, remove dust.	30–45 min
	 Employee Kitchen	Deep clean fridge exterior, microwave, sink, cabinets.	20–30 min
	 Doors, Frames & Baseboards	Wipe doors, frames, kick plates, and baseboards.	30 min
 MONTHLY	 Hard Floor Restoration	Deep scrub tile & grout or strip & refinish VCT floors.	2–4 hrs
	 Carpet Deep Cleaning	Steam clean or hot-water extract carpets.	2–3 hrs
	 HVAC Vents & Air Grilles	Dust vents, return grilles, and diffusers.	45–60 min
	 Walls & Ceilings	Remove cobwebs, dust, and scuff marks.	1–2 hrs
	 Under Shelves & Fixtures	Move fixtures and clean underneath & behind.	1–2 hrs
	 Restroom Deep Cleaning	Deep clean partitions, grout, drains, fixtures.	45–60 min
	 Pest Inspection Areas	Inspect storage, corners, waste areas for pest activity.	20–30 min
	 Cleaning Supply Inventory	Check & replenish cleaning supplies, PPE, paper products.	20 min
 SEASONAL	 Storefront & Exterior	Pressure wash sidewalks, entrance, awnings & façade.	2–4 hrs
	 Complete Window Cleaning	Full interior & exterior window cleaning.	2–3 hrs
	 High Dusting	Clean ceilings, pipes, beams, vents & high ledges.	2–3 hrs
	 Seasonal Display Areas	Deep clean & reorganize promo/holiday displays.	2–4 hrs
	 Floor Restoration	Strip, wax, polish, or reseal floors.	4–8 hrs
	 Upholstery & Seating	Steam clean chairs, benches & upholstered furniture.	1–2 hrs
	 Emergency Exits & Safety Equipment	Clean exit doors, lights, fire cabinets & safety signage.	45–60 min
	 Full Store Deep Cleaning	Clean behind fixtures, sanitize all surfaces, inspect store.	Half – 1 Day