

# Retail Spring Cleaning CHECKLIST



## Outside

- Repaint parking lot lines
- Fill potholes in parking lot
- Replace broken lights
- Landscape touch-ups
- Fix sidewalk cracks
- Remove traces of litter
- Clean/repair/replace building signage
- Wash dumpster

## Building

- Wash windows
- Wash doors
- Clean awenings
- Clean gutters
- Paint touch-ups
- Pressure wash
- Replace batteries in smoke detector & alarm

## Restroom

- Paint touch-up
- Thorough washing
- Reseal grout around sink
- Fix any leaky pipes
- Order supplies

## The Floor

- Fix any cracked tiles
- Replace/repair ripped carpet
- Polish/buff/wax floor
- Clean behind/underneath floor displays
- Dust light fixtures
- Replace dead lightbulbs
- Fix any ceiling cracks
- Remove cobwebs
- Clean air vents
- Clean queue
- Remove expired food/drink

## Registers

- Dust behind registers
- Disinfect keyboards, touchpads, scanners, & monitors
- Clean out any gunk in the cash trays
- Disinfect counter-top
- Dispose of paper clutter

## Stockroom

- Dispose of all damaged & expired inventory
- Wipe down shelves
- Remove any mold buildup
- Dispose of broken fixtures
- Replace/repair broken shelves & utility carts
- Declutter receiving area
- Replace missing labels

## Office

- Dispose of paper clutter
- Cleanout filing cabinets
- Dust computer
- Remove digital clutter from computer desktop
- Empty deleted email folder
- Disinfect desk

