



**Brenda's Cleaning**  
**(817) 479-6590**

## **RETAIL CLEANING CHECKLIST**

### ***SUITABLE FOR RETAIL STORE CLEANING***

#### ***COMMON AREAS GENERAL CLEANING***

- Dust all surfaces, including desks, chairs, and shelves
- Wipe down all electronic devices, including computer screens, keyboards, and telephones
- Empty all trash and recycling bins
- Vacuum carpets and sweep or mop hard floors
- Clean all windows and glass surfaces
- Wipe down all door handles and light switches

#### ***SPECIFIC TO SALES FLOOR***

- Dust and clean all surfaces, including shelves, displays, and merchandise
- Clean and sanitize door handles and light switches
- Vacuum carpets and sweep or mop hard floors
- Ensure all merchandise is organized and presentable
- Replenish shopping bags and tissue paper
- Ensure all signage is clean and legible

#### ***SPECIFIC TO RESTROOMS***

- Clean and sanitize all toilets and urinals
- Clean and sanitize all sinks and countertops
- Refill soap dispensers and paper towel holders
- Replenish toilet paper and tissue boxes
- Sweep and mop floors

#### ***BACKROOM AREAS***

- Organize and clean all storage areas, including shelves and cabinets
- Wipe down all electronic devices, including computers and printers
- Clean and sanitize break room, including countertops and appliances
- Empty all trash and recycling bins
- Sweep and mop floors and display cases

**Trust Brenda's Cleaning For:**

*Home  
Cleaning*

*Office  
Cleaning*

*Window  
Cleaning*

*Floor & Tile  
Cleaning*