



# Convenience store cleaning checklist

## Daily:

- Clean the entrance mats and doors, windows and fixtures. Cleaning can be done at the beginning or end of each shift.
- Clean floors inside the store every day.
- Empty rubbish bins inside the store and at the entrance multiple times a day. Ensure bins are not overflowing or developing a smell in the store.
- Check toilets ideally once every few hours, and clean and restock as needed.

If you have large numbers of staff/customers using them, a daily deep clean including sinks, polishing mirrors and fixtures, mopping, and scrubbing and disinfecting toilets is a good frequency to aim for.

- Ensure all shelves are dust and dirt free, use clean sponges and vacuum or mop the area. This should be checked a few times across the day, and more so during busy times.
- Aisles should be kept clear and you should consolidate displays to avoid wasted space and ensure products are visible.
- Rotate products according to their expiration date to avoid wasting inventory.
- Clean and sanitise your till area frequently throughout the day.

## Weekly

- Do checks on all store equipment, fixtures and safety compliances including the temperature of fridges, lights, fire alarms, fire extinguishers and first aid supplies. Look at the condition of stored foods for any signs of damage or spoilage.

Broken equipment can lead to unnecessary downtime and lost profits, therefore faults should be reported by all staff and addressed as quickly as possible.

- Sweep exterior walkways leading up to your store entrance.
- Clean your store room.

## Monthly

- Give your store a deep clean. Strip out every product, clean each shelf and move onto the next, remove cobwebs from the ceiling, clean all windows inside and out, equipment and displays, deep clean your toilets, and clean or