

Retail Store Cleaning Checklists

Opening, Trading Hours & Closing Tasks — Clean Group | commercialcleaning.au

Use these checklists to maintain consistent cleaning standards across your retail store. Covers opening, trading hours, and closing programmes.

Opening Shift Checklist (18 Items)

- Exterior walk-around: check shopfront glass, entrance matting, signage for damage or graffiti
- Vacuum or dust-mop all floors
- Wipe entry door handles and glass panels
- Sanitise customer service counter
- Check bathroom consumable levels (soap, paper, sanitiser)
- Verify all lighting is functional
- Inspect fire exit pathways — confirm clear of stock or obstructions
- Clean and tidy point-of-sale area
- Spot-clean any overnight marks or spills

Trading Hours Checklist (90-Minute Cycle)

- Bathroom checks: cleanliness, consumable levels, odour
- Check bin levels across all zones
- Spill response readiness: verify kit is accessible and stocked
- Fitting room tidying: wipe surfaces after each use
- Front-of-store presentation check
- Spot-mop entrance and high-traffic areas
- Wipe POS/checkout surfaces (hourly during peak)
- Timestamp all completed items in mobile app

Closing Checklist (22 Items)

- Machine-scrub all hard floors
- Sanitise all customer touchpoints (handles, counters, rails)
- Deep-clean bathrooms (fixtures, floors, mirrors)
- Empty and reline all bins
- Clean staff amenities (break room, lockers)
- Remove all waste to designated disposal area
- Vacuum carpeted areas including edges and corners
- Clean fitting rooms: wipe surfaces, vacuum, deodorise
- Sanitise POS equipment and checkout area
- Final 5-minute walk-through: check every zone against checklist
- Team leader sign-off before leaving

Weekly Deep-Clean Tasks

- Pressure wash entrance and storefront
- Machine scrub sales floor
- Deep clean and deodorise fitting rooms
- Deep detail POS/checkout area
- Full clean and organise stockroom
- Verify carpet tiles meet AS 3733.1 compliance (quarterly)

Pro Tips

- Complete opening checklist before the store opens to customers (approx. 45 minutes)
- Run the trading hours cycle every 90 minutes during peak periods
- Timestamp every completed item for verifiable accountability
- Keep fire exit pathways clear at all times — check at opening and closing
- Conduct quarterly deep-clean inspections including floor compliance checks