



Store Cleaning Checklists



operandio.com

The #1 Operations Management
Platform

The template provided here has been created as a general guide by Operandio and may need to be adapted to cover all regulatory requirements for your business.

We recommend consulting your local and industry authorities for clarification and assistance with your specific record-keeping requirements.

Retail Cleaning Checklist



Completed By:

Signature:

Date:

Done	Retail Cleaning Checklist
	Declutter Shelves
	Dust and Wipe Counters
	Disinfect Surfaces
	Pick Up Litter
	Sweep/Mop Floor
	Clean Mirrors
	Empty Bins
	Ensure Stock Is In Correct Place

Notes

Healthcare Cleaning Checklist



Completed By:

Signature:

Date:

Done	Healthcare Cleaning Checklist
	Clean and Disinfect Surfaces
	Empty all Rubbish Receptacles
	Sweep and Mop Floors
	Replenish Stock for Towels and PPE
	Clean All Furniture
	Refill Sanitiser Dispensers
	Clean Equipment Shelves
	Wipe and Clean All Windows and Doors

Notes

Hotels and Resorts Cleaning Checklist



Completed By:

Signature:

Date:

Done	Hotels and Resorts Cleaning Checklist
	Open Windows to Ventilate Room
	Clean Curtains
	Dust and Wipe All Appliances, Fixtures and Furniture
	Replace Used Bed Sheets
	Remove and Reline Bins
	Vacuum the Floor
	Clean Mirrors and Glass Surfaces
	Replace Used Toiletries

Notes

Childcare/Education Cleaning Checklist



Completed By:

Signature:

Date:

Done	Childcare/Education Cleaning Checklist
	Dust and Wipe Down All Surfaces
	Pick Up Everything From the Floor
	Sweep and Mop the Floor
	Clean All Windows
	Empty and Reline Bins
	Refill Sanitiser and Soap Dispensers
	Dust Ceiling Fans and Air Vents
	Vacuum All Carpeted Areas

Notes

Cleaning Services Checklist



Completed By:

Signature:

Date:

Done	Cleaning Services Checklist
	Sweep and Mop Floors
	Wipe Down Furniture and Appliances
	Clean Windows
	Empty and Reline Bins
	Scrub Sinks and Toilets
	Remove Dirty Laundry
	Vacuum Carpets
	Replace Used Bed Sheets

Notes

Hospitality Cleaning Checklist



Completed By:

Signature:

Date:

Done	Hospitality Cleaning Checklist
	Change Beer Lines
	Clean Restaurant Range Hoods
	Empty and Clean Refrigerators and Freezers
	Wash Dishes and Glassware
	Dust and Wipe Counters
	Sweep and Mop Floor
	Wipe Down Food Prep. Machinery
	Check for Missing Inventory

Notes