Retail store and center cleaning: what we clean

Bring this on a walk of the store or center and mark which plan each area belongs to.

Store or center _____ **Address** _____

Walked by _____ **Date** _____

Inside the store

- ☐ Sales floor
- ☐ Fitting-room floors and surfaces
- ☐ Customer restrooms
- ☐ Staff spaces
- ☐ Stockroom surfaces and floor
- ☐ Ready before the doors open

Center common areas

- ☐ Shared corridors
- ☐ Entrances
- ☐ Common restrooms
- ☐ Management office
- ☐ Other property interiors

Exterior

- ☐ Parking-lot sweeping
- ☐ Litter pickup on paved areas and walkways
- ☐ Timed to the center's opening hours
- ☐ Extra frequency in busy seasons

Porter hours

- ☐ Daytime touch-ups in common areas
- ☐ Common restrooms kept stocked
- ☐ Corridors tidy on peak days
- ☐ Holiday-week hours added

Vacant and new units

- ☐ Vacant floor between tenants
- ☐ Unit restroom and back room
- ☐ Post-construction cleaning after build-out
- ☐ VCT sales floor stripped and waxed before move-in

Plan split

- ☐ Center plan: shared areas and lot
- ☐ Tenant plan: its own interior
- ☐ Nearby offices on a list of their own

Notes