

Weekly Cleaning Task Chart

Week Of: _____

Weekly Goal: _____

Monday

Morning Tasks: Tidy up POS area

- Restock Bags.
- Stock receipt tape.
- Stock new weekly flyers.
- Review new sales.
- Dust computers.

Afternoon Tasks: Clean windows and doors

- Spray down all windows and customer access doors.
- Sanitize all surfaces customers may touch, like door handles.

Tuesday

Morning Tasks: Shoot the outs

- Using an RF gun or the tool your operation uses to count stock, walk the store (or a specific department) and scan empty shelves and peg hooks to ensure an accurate inventory count.
- Be on the lookout for damaged merchandise/packaging.

Afternoon Tasks: Clean up storage area

- Sweep and mop the floor, including under shelves.
- Check for empty boxes and consolidate.
- Break down cardboard for recycling.

Wednesday

Morning Tasks: Check outside areas for trash

- Clear and water exterior planters.
- Sweep the walkway and clear trash in parking areas.
- Look at the store from the outside to ensure windows are clean, displays are straight and lightbulbs and signage are functional.

Afternoon Tasks: Reset endcaps

- Reset endcaps that are empty or have been set up for more than a month.
- Highlight a new sale item.
- Cross-merchandise for an upcoming season or holiday or put up an impulse display.

Thursday

Morning Tasks: Check signage throughout store

- Restock informational pamphlets.
- Ensure all in-aisle signage is correct.
- Update endcaps and signage as needed.

Afternoon Tasks: Sweep or vacuum all rugs

- Mop the salesfloor.
- If necessary, spray rugs clean and leave them to dry in a safe space overnight.

Friday

Morning Tasks: Clean trash cans

- Prioritize customer-facing trash cans.
- Empty trash bags and sanitize the inside and outside of each can.

Afternoon Tasks: Tidy break room or staff area

- Sweep and mop the floors.
- Collect trash.
- update employee announcements as needed.

Saturday

Morning Tasks: Clean bottoms of shelves

- Using a dry mop or rag, clean the toe kicks on every gondola throughout the store.

Afternoon Tasks: Clean light fixtures and HVAC vents

- Dust all lights and ceiling fans
- Check for burnt out lightbulbs or broken fixtures.

Sunday

Morning Tasks: Create your own task list

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Afternoon Tasks: Create your own task list

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