

Post Peak Cleanup Checklist. Date Started: _____

Check off each task as it is completed, focusing on one section of the store at a time. The entire checklist should be completed within 2 weeks of start date.

Windows / Exterior	
	Wipe down outside of store, window ledges, etc.
	Remove any trash or debris around store entrance
	Wipe window ledges
	Windex glass / doors and remove fingerprints / smudges
	Vacuum interior of windows using attachments to get dirt from corners

Sales Floor	
	Thoroughly sweep / vacuum interior of store including underneath fixtures, tables, along walls
	Wipe down baseboards
	Mop the floor (before or after hours to avoid potential falls)
	Clean inside of front doors
	Wipe down each fixture on all sides
	Walk through store looking for missing marketing, signage that needs replaced, etc.
	Remove/replace any broken fixtures, damaged marketing, etc.
	Order replacements as needed
	Remerchandise adjusting to inventory levels or per Visual guidance provided
	Scan sale merchandise and ensure it is correctly priced
	Resize the fixtures, checking each item for missing tickets & create new tickets

Cash-Wrap	
	Clean out any Binders removing old items
	Wipe down cashwrap, under registers, etc.
	Clean POS equipment, wiping screens, etc. (do not spray any cleaner directly on equipment, spray on cloth first then wipe)
	Wipe down all other countertops in the cashwrap area
	Put away items that do not belong
	Wipe hanger area and place all excess hangers in backroom
	Wipe shelves and restock packaging/bags
	Check each register/POS and replace register tape that is low
	Report any POS equipment issues
	Clean out junk drawer(s)

	Create list of supply items needed
	Create a list of change needed for each cash drawer for next trip to bank

Fitting Rooms

	Wipe down each fitting room top to bottom including baseboards
	Windex mirror and wipe around frame
	Wipe down walls to remove dust or debris
	Vacuum each room
	If anything in the fitting rooms requires repair, report it
	Remove hangers, random inventory, etc.

Restrooms

	Wipe down entire bathroom – sink, toilet, mirror, shelves, trash can, etc.
	Organize / restock supplies
	Wipe down baseboards
	Notify manager of any supplies needed
	If there are customer-facing restrooms, clean thoroughly and restock

Backroom

	Organize all non-merchandise items (marketing, sign holders, packaging, etc.) and put them back where they belong
	Purge old/outdated marketing
	Sweep out the entire stockroom area
	Mop the floors (make sure to put up wet floor sign to prevent falls)
	Complete any damages
	Organize / sort hangers
	Clean up bulletin boards, remove/replace old signs/messages
	If there is any backstock inventory, sort/organize and ensure marked at correct price
	Clean up merchandise processing area
	Make a list of any supply items needed

Manager's Office

	Remove all terminated seasonal associates from the system
	Remove all employee files for all terminated associates and process per policy
	Evaluate all supplies and prepare list for next order
	Organize office and put things back where they belong

Manager's Signature confirming list is 100% complete

Date: