



post peak cleanup checklist

Name _____ 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

post peak cleanup checklist, cont.

Get ready to
run great stores

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.

post peak cleanup checklist, cont.

Get ready to
run great stores

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

Date / /

Manager's Signature confirming list is 100% complete