

Standard Operating Procedure (SOP)

Store Closing Cleanliness Inspection Checklist

Purpose: This SOP details the **store closing cleanliness inspection checklist**, covering nightly cleaning standards, areas to inspect including floors, shelves, restrooms, and checkout counters, proper waste disposal, restocking and organizing items, equipment shutdown procedures, and a final walkthrough. The objective is to ensure the store is left clean, safe, and organized for the following operating day.

Instructions

Use this checklist at the end of every business day. Mark each item as complete after verification. Any issues found must be reported to the store manager before leaving.

| Area / Task | Inspection Criteria | Completed (âœ“) | Comments / Issues |
|---------------------|--|-----------------|-------------------|
| Floors | <ul style="list-style-type: none">Sweep and mop all sales floor areasVacuum carpeted sectionsSpot-clean stains and spills | | |
| Shelves & Displays | <ul style="list-style-type: none">Wipe down shelves and display fixturesRemove dust, debris, or expired itemsOrganize and front merchandise | | |
| Restrooms | <ul style="list-style-type: none">Clean and disinfect toilets, sinks, and mirrorsRefill soap, paper towels, and toilet paperEmpty trash binsCheck for unusual odors or maintenance issues | | |
| Checkout Counters | <ul style="list-style-type: none">Sanitize surfaces, card readers, and touchpointsOrganize bags, receipts, and suppliesEmpty tills and lock drawers per cash handling policy | | |
| Waste Disposal | <ul style="list-style-type: none">Remove all trash from sales floor, restrooms, and back officeReplace liners in binsDispose of waste in designated bins/dumpster | | |
| Stock Replenishment | <ul style="list-style-type: none">Restock essential items and suppliesEnsure inventory is neat and accessible | | |
| Equipment Shutdown | <ul style="list-style-type: none">Turn off lights, electronics, and equipment not needed overnightEnsure freezers, refrigerators, and security systems are secure | | |
| Final Walkthrough | <ul style="list-style-type: none">Verify all areas are secure and cleanCheck for lost property, hazards, or lingering customersLock all doors and set alarms as required | | |

Sign-Off

| | |
|-------------------|-------|
| Inspected By: | _____ |
| Date: | _____ |
| Manager Approval: | _____ |