Week of:	
Store Number:	
Employee Name:	

CLEANING CHECKLIST



	Description	Estimated Time to Complete (Minutes)	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Frequency
1. Outsid										
1.1	Floor / Ground									
1.1a	Pick up trash and debris	5								Shift/As Needed
	Clean miscellaneous stains with OTIS	5								Daily
	Treat oil spots with EXIMO	10								Daily
1.1d	Remove gum stains with RADO	3								Daily
	Clean up fuel spills immediately	Varies								Immediately
	Touch up peeling/chipped paint on curbs	20								Monthly
1.2	Dispensers									<u> </u>
	Remove tape/decal residue with VIVX	1								Daily
1.2b	Confirm all decals in good condition	1								Daily
1.2c	Confirm frames have signs and correct signs	1								Daily
1.2d	Confirm dispensers in good working condition	2								Shift
1.2e	Confirm dispensers and nozzles are not damaged	1								Shift
1.2f	Clean dispensers of gas, diesel, grime with OTIS	5								Daily
1.2g	Polish dispensers with LUXSS wipes	15								Weekly
1.3	Squeegee Buckets									<u> </u>
1.3a	Confirm each bucket has a squeegee	1								Shift
1.3b	Replace clean squegee water with ORUS	5								Daily
	Confirm paper towels are available	3								Shift
.4	Garbage Cans									
1.4a	Empty trash cans if more than 50% full	3								Shift/As Needed
1.4b	Clean trash cans with OTIS	3								Daily
1.4c	Polish with LUXSS wipes	10								Weekly
.5	Lighting									
1.5a	Confirm lights are all working	1								Shift
1.6	Car Wash						·			
1.6a	Confirm fully operational	3								Daily
1.6b	Confirm fully operational Clean car wash area of all debris	5								Daily
2. Inside	·									, ,
2.1	Doors and Windows									
		2								Daily-Doors
2.1a	Clean both inside and out	3								Weekly-Windows
2.2	Sales Counter				1	1				1
2.2a	Organize shelves and clean	2								Shift/As Needed
2.2b	Confirm shelves fully stocked	2								Shift/As Needed
2.2c	Clean counter tops	2		1	1	1		İ		Shift/As Needed

	Description	Estimated Time to Complete (Minutes)	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Frequency
2.3	Floors									
	a Remove all litter and debris	3								Shift/As Needed
	b Clean floors	6								Daily
	Remove gum stains with RADO	1								Daily
2.4	Lighting									<u> </u>
	a Confirm lights are all working	1								Shift
2.5	Food / beverage coolers									
2.5	a Confirm fully stocked	5								Shift/As Needed
2.5	b Clean equipment	3								Shift/As Needed
2.5	c Confirm lights are all working	1								Shift/As Needed
	d Check equipment temperature(s)	2								Shift/As Needed
2.6	Food Racks									
	a Confirm fully stocked	5								Shift/As Needed
	b Clean racks	2								Daily
2.7	Food Service Areas									
	a Confirm fully stocked	3								Shift/As Needed
	b Clean all surfaces	3								Daily
	c Empty trash cans if more than 50% full	3								Shift/As Needed
2.8	Supply Closet									
2.8	a Ensure cleaning supplies fully stocked	3								Daily
2.8	b Confirm products properly stored	1								Daily
3. Restr	ooms									
3.1	Restrooms									
3.1	a Clean floors and walls	3								Shift/As Needed
3.1	b Confirm lighting clean and operational	2								Shift/As Needed
3.1	c Clean toilets/urinals and sink	4								Shift/As Needed
	d Clean mirror and windows	2								Shift/As Needed
3.1	e Empty trash cans if more than 50% full	3								Shift/As Needed
3.1	f Confirm soap, paper products fully stocked	3								Shift/As Needed
3.1	G Confirm all restroom equipment fully operational	3								Shift/As Needed
4. Buildi	ing Exterior / Grounds									
4.1	Exterior Grounds									
4.1	a Confirm grounds free of obstructions, pot holes, bar	2								Shift/As Needed
4.1	b Clean all debris from driveway and sidewalks	3		1	1					Shift/As Needed
	c Remove gum stains with RADO	1		1		1				Daily
	d Pull weeds growing through seams or cracks	3								Weekly
4.2	Exterior Building	,		1	1				1	1.100101
	a Confirm building walls are clean and free of marks	2								Weekly
4.2	b Remove bird nests, cobwebs or foreign material	2		1	1		1			Weekly
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