



Display Case/Fixture Cleaning Checklist

Pre-Cleaning Inspection

Initial assessment of the display case/fixture to identify areas needing attention and note any damage.

Date of Inspection

Time of Inspection

Display Case/Fixture ID (if applicable)

Describe any existing damage (scratches, cracks, etc.)

Overall Cleanliness Level (Before Cleaning)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Specific Issues Observed (Check all that apply)

- ☐ Dust/Dirt Accumulation
- ☐ Fingerprints
- ☐ Smudges
- ☐ Water Spots
- ☐ Product Residue
- ☐ Cobwebs

Additional Notes on Condition

Write something...

Dusting & Debris Removal

Removing loose dust, dirt, and any visible debris from all surfaces.

What tools were used for dusting?

- ☐ Microfiber Cloth
- ☐ Feather Duster
- ☐ Vacuum with Brush Attachment
- ☐ Compressed Air
- ☐ Other (Specify in Long Text)

If 'Other' was selected, please specify the tool(s) used:

Write something...

Estimated time spent dusting (in minutes):

Enter a number...

What types of debris were removed?

- ☐ Dust
- ☐ Cobwebs
- ☐ Loose Packaging
- ☐ Dirt/Grime
- ☐ Other (Specify in Long Text)

If 'Other' was selected, please specify the debris type:

Write something...

Surface Cleaning

Cleaning surfaces with appropriate cleaning solutions based on material type (glass, wood, metal, etc.).

Surface Material:

- ☐ Glass
- ☐ Wood
- ☐ Metal
- ☐ Acrylic/Plastic
- ☐ Other (Specify in LONG_TEXT)

Cleaning Solution Used:

- ☐ Glass Cleaner
- ☐ Wood Cleaner
- ☐ Metal Polish
- ☐ All-Purpose Cleaner
- ☐ Specialized Cleaner (Specify in LONG_TEXT)

Specific Cleaning Solution Used (if 'Specialized Cleaner' selected):

Write something...

Amount of Cleaning Solution Used (oz/ml):

Enter a number...

Notes on Surface Condition (e.g., scratches, stains):

Write something...

Cleaning Method:

- ☐ Spray & Wipe
- ☐ Damp Cloth
- ☐ Foam
- ☐ Other (Specify in LONG_TEXT)

Other Cleaning Method (if 'Other' selected):

Write something...

Detail Cleaning

Focusing on hard-to-reach areas and removing stubborn marks.

Describe any stubborn marks or residue encountered (e.g., sticky residue, grease spots).

Write something...

Cleaning Solution Used for Stubborn Marks:

- ☐ Warm Water & Mild Soap
- ☐ Specialized Degreaser
- ☐ Glass Cleaner
- ☐ Isopropyl Alcohol
- ☐ Other (Specify in Long Text)

Amount of Cleaning Solution Used (for tracking purposes)

Enter a number...

Describe method used to remove stubborn marks (e.g., gentle scrubbing, soaking)

Write something...

Tool Used for Detail Cleaning:

- ☐ Microfiber Cloth
- ☐ Soft Brush
- ☐ Cotton Swabs
- ☐ Squeegee
- ☐ Other (Specify in Long Text)

If 'Other' was selected for tool, please specify:

Write something...

Product Placement & Organization

Ensuring products are neatly arranged and positioned to maximize visual appeal.

Product Facing Direction?

- ☐ All Forward
- ☐ Alternating
- ☐ Varied/As Needed

Average Product Spacing (inches)

Enter a number...

Product Presentation Issues?

- ☐ Tipping/Falling
- ☐ Overcrowding
- ☐ Misaligned
- ☐ Damaged Packaging
- ☐ None

Notes on Product Placement Adjustments

Write something...

Price Signage?

- ☐ Correct & Visible
- ☐ Missing
- ☐ Damaged

New Products Introduced?

Write something...

Final Inspection & Touch-Ups

A final look to ensure cleanliness and identify any areas needing further attention.

Overall Appearance: Is the display case/fixture clean and presentable?

- ☐ Yes
- ☐ No

Glass Clarity: Is the glass/acrylic clear and free of streaks?

☐ Yes

☐ No

Product Placement: Are products arranged neatly and facing forward?

☐ Yes

☐ No

Number of Items Adjusted/Replaced

Enter a number...

Notes/Comments (e.g., any issues requiring further attention)

Write something...

Date of Inspection

Enter date...

Time of Inspection

Inspector Signature