

Flower Shop Cleaning & Maintenance Checklist

 Show only Checklist

Display Style
Default 

Daily Cleaning & Tidy-Up

Tasks to be completed every day to maintain a clean and presentable shop.

Opening Time Check

Enter time...

Sweep & Mop Floors

Write something...



Wipe Down Counters & Work Surfaces

Write something...

Empty Trash Cans (Number)

Enter a number...

Check & Restock Supplies (e.g., Ribbon, Paper, Bags)

- ☐ Ribbon
- ☐ Paper
- ☐ Bags
- ☐ Floral Foam
- ☐ Wire

Clean Display Cases & Windows

Write something...

Closing Time Check

Enter time...

Floral Care & Storage

Checks to ensure proper care and storage of flowers and plants to maximize their lifespan.

Flower Delivery Arrival Date

Enter date...

Flower Hydration Time

Enter time...

Water Level in Buckets (cm)

Enter a number...

Flower Type Hydration Solution?

☐ Yes

☐ No

Flowers Requiring Special Attention (e.g., Wilting, Stem Issues)

- ☐ Roses
- ☐ Lilies
- ☐ Orchids
- ☐ Hydrangeas
- ☐ Other

Notes on Flower Condition & Actions Taken

Write something...

Date of Last Foliage Trim

Enter date...

Refrigerator Temperature (°C)

Enter a number...

Equipment Maintenance

Regular checks and maintenance of essential flower shop equipment.

Last Cooler Calibration Date

Enter date...

Cooler Temperature (Fahrenheit)

Enter a number...

Water Filter Replacement (Days Since Last Change)

Enter a number...

Condition of Floral Shears

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Needs Sharpening

Date of Last Condenser Coil Cleaning

Enter date...

Notes on Equipment Performance or Issues

Write something...

Workspace & Display Area

Ensuring displays are fresh, appealing, and the workspace is organized.

Number of Wilted Flowers Removed

Enter a number...

Display Areas Checked (Select All That Apply)

- ☐ Front Display
- ☐ Sidewalk Display
- ☐ Refrigerated Display
- ☐ Worktable
- ☐ Gift Area

Notes on Display Condition or Needed Adjustments

Write something...

Number of New Floral Arrangements Created

Enter a number...

Arrangement Rotation Status

- ☐ Rotated as Scheduled
- ☐ Partial Rotation Needed
- ☐ No Rotation Performed

Description of any water spills or messes cleaned

Write something...

Restroom & Customer Areas

Maintaining cleanliness and hygiene in customer-facing areas.

Toilet Paper Rolls Remaining

Enter a number...

Hand Soap Dispenser Level

Enter a number...

Mirror Cleanliness

- ☐ Spotless
- ☐ Slightly Smudged
- ☐ Needs Cleaning

Floor Cleanliness

- ☐ Clean
- ☐ Slightly Dirty
- ☐ Needs Cleaning

Notes on any Issues

Write something...

Last Restroom Deep Clean Date

Enter date...

Exterior & Entrance

Keeping the storefront clean, welcoming, and well-maintained.

Sweep/Wash Sidewalk (Frequency)

Enter a number...

Check Exterior Lighting

Write something...

Notes on Window Cleaning

Write something...

Exterior Signage Condition

- ☐ Clean
- ☐ Faded
- ☐ Damaged
- ☐ Secure

Last Landscaping/Weeding

Enter date...

Check Door Hardware (knobs, handles)

Write something...

Outdoor Planter Condition (1-5 scale, 5 being excellent)

Enter a number...

Pest Control & Safety

Monitoring for pests and ensuring safety protocols are followed.

Last Pest Control Service Date

Enter date...

Temperature in Cooler Units (°F/°C)

Enter a number...

Humidity Level in Cooler (%)

Enter a number...

Signs of Pests Observed?

- ☐ Ants
- ☐ Spiders
- ☐ Aphids
- ☐ Fruit Flies
- ☐ None Observed

Details of Pest Activity (if any)

Write something...

Signature of Person Completing Check

Fire Extinguisher Inspection Status

- ☐ Up to Date
- ☐ Needs Inspection
- ☐ Needs Recharge

Monthly Deep Cleaning

Tasks requiring more time and effort, completed monthly.

Detailed Cleaning of Cool Room

Write something...

Cool Room Temperature Check (Fahrenheit)

Enter a number...

Deep Cleaning Areas (Select all that apply)

- ☐ Floors
- ☐ Walls
- ☐ Windows
- ☐ Fixtures
- ☐ Display Cases

Photos of Cleaned Cool Room (for record)

 Upload File

Date of Deep Cleaning

Enter date...

Name of Person Performing Deep Clean

Write something...