

# 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

## Flower Hydration Time

## Water Level in Buckets (cm)

## 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

### Cool Room Temperature Check (Fahrenheit)

### 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...