



# Sales Floor Cleanliness & Organization Checklist

## Overall Impression & Safety

Initial assessment of the sales floor - cleanliness, organization, and safety hazards.

**Describe the overall impression of the sales floor's cleanliness and organization.**

Write something...

**Estimate of visible dust/dirt level (1-10, 1=minimal, 10=severe)**

Enter a number...

**Are there any immediate safety hazards observed? (Select all that apply)**

- ☐ Slippery Floors
- ☐ Obstacles in Aisles
- ☐ Damaged Fixtures
- ☐ Poor Lighting
- ☐ Tripping Hazards
- ☐ None Observed

**Does the store feel welcoming to customers?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**Note the location of any observed safety hazards.**

 [Set My Current Location](#)



**Date of last deep cleaning of the sales floor.**

Enter date...

## Floors & Surfaces

Evaluation of floor cleanliness, spills, and surface condition.

**Floor Debris Count**

Enter a number...

### Floor Condition

- ☐ Excellent - No visible wear
- ☐ Good - Minor wear and tear
- ☐ Fair - Noticeable wear and tear
- ☐ Poor - Significant damage or staining

### Spill Reporting

Write something...

### Moisture Presence

- ☐ None
- ☐ Minor (e.g., condensation)
- ☐ Moderate (e.g., dampness)
- ☐ Significant (e.g., pooling water)

### Floor Condition Photo

 Upload File

### Wet Floor Sign Usage (if applicable)

Enter a number...

## Shelving & Displays

Assessment of product placement, alignment, and display cleanliness.

### Shelf Alignment Score (1-5, 1=Poor, 5=Excellent)

Enter a number...

### Are products facing forward on shelves?

- ☐ Yes, all products
- ☐ Mostly, some exceptions
- ☐ No, many products are not facing forward

### Are shelves free of dust and debris?

- ☐ Yes, spotless
- ☐ Mostly, some minor dust
- ☐ No, significant dust and debris

### Note any damaged or unstable displays

Write something...

### Number of misplaced products (count)

Enter a number...

### Are promotional displays clean and presentable?

- ☐ Yes
- ☐ No
- ☐ N/A

### **Describe any specific display organization issues observed**

Write something...

## **Fixtures & Equipment**

Inspection of checkout counters, mannequins, mirrors, and other fixtures.

### **Checkout Counter Cleanliness Score (1-5, 5 being spotless)**

Enter a number...

### **Mirror Cleanliness**

- ☐ Spotless
- ☐ Mostly Clean
- ☐ Needs Cleaning
- ☐ Very Dirty

### **Mannequin Condition**

- ☐ Excellent - No issues
- ☐ Good - Minor Dusting Needed
- ☐ Fair - Needs Cleaning/Repair
- ☐ Poor - Significant Damage/Needs Replacement

### **Notes on Any Specific Fixture Concerns (e.g., damaged chairs, broken lighting)**

Write something...

### POS (Point of Sale) Screen Cleanliness

- ☐ Clean & Clear
- ☐ Slightly Dusty
- ☐ Smudged
- ☐ Dirty

### Photograph of Checkout Area

 Upload File

## Backstock Visibility & Access

Checking for visible backstock and ensuring clear access for restocking.

### Quantity of visible backstock items (estimate)

Enter a number...

### Are backstock items visible to customers?

- ☐ Yes
- ☐ No

### If yes, describe the visible items and their placement.

Write something...

**Is access to backstock clear and unobstructed?**

☐ Yes

☐ No

**If no, describe any obstructions to backstock access.**

Write something...

**Time (in minutes) taken to access and restock a common item from backstock.**

Enter a number...

## Signage & Pricing

Reviewing signage clarity, pricing accuracy, and overall presentation.

**Number of Incorrect Prices Found**

Enter a number...

**Signage Condition (Overall)**

☐ Excellent

☐ Good

☐ Fair

☐ Poor

**Specific Signage Issues Noted (e.g., damaged, missing)**

Write something...

### Which Signage Types Require Attention?

- ☐ Sale Signs
- ☐ New Arrivals
- ☐ Promotional Signs
- ☐ Directional Signs

### Comments on Sign Visibility

Write something...

### Price Tag Condition

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

## Waste Management

Evaluation of trash receptacles, their cleanliness, and proper usage.

### Number of Full Trash Receptacles

Enter a number...

### Trash Bag Material (Standard/Recycled)

- ☐ Standard
- ☐ Recycled



### Receptacle Cleanliness (Rating 1-5)

- ☐ 1 - Very Dirty
- ☐ 2 - Dirty
- ☐ 3 - Fair
- ☐ 4 - Clean
- ☐ 5 - Spotless

### Are the following visible around receptacles?

- ☐ Spilled Contents
- ☐ Excessive Dust
- ☐ Broken Receptacle
- ☐ None

### Date of Last Receptacle Cleaning

Enter date...

### Notes regarding waste management issues/observations

Write something...