



Storefront Appearance & Cleanliness Checklist (Daily/Weekly)

Exterior - Daily

Focuses on immediate impressions and addressing any issues that arise throughout the day.

Time of Inspection

Debris on Sidewalk/Entrance?

☐ Yes

☐ No

Details of Debris (if yes)

Write something...

Number of Trash Bags Used

Enter a number...

Graffiti Present?

☐ Yes

☐ No

Details of Graffiti (if yes) - Report for Removal

Write something...

Window Condition - Obvious Dirt/Smudges?

☐ Yes

☐ No

Exterior - Weekly

More thorough cleaning and maintenance tasks performed once a week.

Sweep/Power Wash Sidewalk

Enter a number...


Inspect & Clean Gutters (if applicable)

Enter a number...

Notes on Exterior Condition (e.g., damage, needed repairs)

Write something...

Exterior Photos (for record-keeping)

 Upload File

Graffiti Removal Needed?

☐ Yes

☐ No

Clean Exterior Trash Receptacles

Enter a number...

Pest Control Check/Treatment Needed?

☐ Yes

☐ No

Entrance/Doorways - Daily

Ensuring a welcoming and accessible entrance.

Foot Traffic Count (Estimate)

Enter a number...

Door Condition: (Scratches, Dents, etc.)

☐ Excellent

☐ Good

☐ Fair

☐ Poor - Requires Attention

Door Hardware (Handles, Kick Plate) Condition

- ☐ Clean & Functional
- ☐ Minor Dirt/Marks
- ☐ Visible Dirt/Marks
- ☐ Malfunctioning/Damaged

Debris/Trash Picked Up (Approximate)

Enter a number...

Notes on Entrance/Doorway Condition (e.g., unusual incidents, spills)

Write something...

Mat Condition (Cleanliness, Wear)

- ☐ Clean
- ☐ Slightly Dirty
- ☐ Dirty - Needs Cleaning
- ☐ Worn/Damaged - Needs Replacement

Entrance/Doorways - Weekly

Deeper cleaning of entrance areas.

Detailed Cleaning Description

Write something...

Sweep/Mop Area (Square Feet)

Enter a number...

Door Hardware Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor - Requires Attention

Areas needing Spot Cleaning

- ☐ Door Frame
- ☐ Kick Plate
- ☐ Floor Mats
- ☐ Threshold
- ☐ Walls Near Door

Mat Condition

- ☐ Clean
- ☐ Slightly Dirty - Shake Out
- ☐ Dirty - Needs Washing/Replacement

Last Mat Cleaning Date

Enter date...

Windows & Signage - Daily

Maintaining clear visibility and brand presentation.

Are windows clean and clear of dirt/streaks?

- ☐ Yes
- ☐ No
- ☐ N/A

Are any signs damaged or obstructed?

- ☐ Yes
- ☐ No
- ☐ N/A

If 'No' to signage condition, describe issue and required action:

Write something...

Estimate visibility obstruction rating (0-10, 0=perfect, 10=obstructed)

Enter a number...

Are window displays neat and well-maintained?

- ☐ Yes
- ☐ No
- ☐ N/A

Any specific notes about windows or signage?

Write something...

Windows & Signage - Weekly

Detailed window and signage cleaning and upkeep.

Window Brightness Rating (1-10, 10 being clearest)

Enter a number...

Notes on Window Cleaning (streaks, spots, etc.)

Write something...

Signage Condition (Overall)

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

Describe any damage to Signage (tears, fading, missing pieces)

Write something...

Are any signs obstructing visibility?

- ☐ Yes
- ☐ No

Photos of Signage (for documentation)



Upload File

How many signs require cleaning?

Enter a number...

Additional comments regarding signage and window appearance

Write something...

Sidewalk & Surrounding Area - Daily

Keeping the area around the storefront clear and presentable.

Identify any debris or spills on the sidewalk.

 [Set My Current Location](#)



Count any pieces of trash/litter.

Enter a number...

What action was taken to clear the sidewalk?

- ☐ Sweeping
- ☐ Hosing down
- ☐ Picking up litter
- ☐ Other (Specify)

Specify if 'Other' action was selected above. Describe action taken.

Write something...

Were there any obstructions (e.g., snow, ice, overgrown plants)?

- ☐ Yes
- ☐ No

If Yes to obstruction, describe the obstruction and action taken.

Write something...

Sidewalk & Surrounding Area - Weekly

More in-depth cleaning of the exterior grounds.

Debris Removal (bags/pounds)

Enter a number...

Description of any unusual debris removed

Write something...

Weed Control Status

- ☐ Weeded
- ☐ Needs Weeding
- ☐ N/A - No Weeds Present

Graffiti Status

- ☐ Clean
- ☐ Present - Report Needed
- ☐ Present - Cleaned

Amount of Water Used (gallons/liters)

Enter a number...

Notes on pavement condition (cracks, repairs needed)

Write something...

Garbage/Recycling Bin Status

- ☐ Empty
- ☐ Full - Needs Emptying
- ☐ Needs Cleaning

Lighting - Daily

Ensuring adequate and functional exterior lighting.

Are all exterior lights functioning correctly?

☐ Yes

☐ No

Number of lights needing replacement/repair:

Enter a number...

Time of last lighting check:

Notes on any lighting issues observed (e.g., flickering, dimness):

Write something...

Are security lights functioning properly?

☐ Yes

☐ No

☐ N/A

Lighting - Weekly

Checking and cleaning exterior light fixtures.

Check Bulb Brightness (1-10, 10 being brightest)

Enter a number...

Are any bulbs out or flickering?

☐ Yes

☐ No

If yes, describe which lights are affected and any observations.

Write something...

Are light fixtures clean and free of debris?

☐ Yes

☐ No

If no, describe what debris is present and what action needs to be taken.

Write something...

Number of light fixtures checked

Enter a number...

Date of Last Bulb Replacement

Enter date...