



# RETAIL FRONT OF HOUSE CLEANING CHECKLIST

## DISINFECT ENTRYWAY



Including doorway, glass entryways, door handles, railings, etc.

- Regularly disinfect all high-touch surfaces with a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Wipe down all glass entryways and metal fixtures with a blue glass cloth for a streak-free shine.

## DISINFECT ENTRYWAY AMENITIES



Including ATMs, vending machines, rental or subscription areas, children's riding toys, etc.

- Regularly disinfect all high-touch surfaces with a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Ensure any tables, benches and chairs are disinfected, paying special attention to high-touch areas like arm rests.
- Clean and disinfect electronics (like ATMs, touch screen monitors or riding toys) according to manufacturer's instructions. If no guidance, use a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.

## DISINFECT CHECKOUT LANES

Including countertops, cash registers, hand-held devices, credit card terminals, conveyor belts and bagging area.



- Regularly disinfect all high-touch surfaces with a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Clean and disinfect electronics (including credit card terminals and touch-screen monitors) according to manufacturer's instructions. If no guidance, use a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- When exchanging paper and coin money, wipe counter between each customer at checkout using a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Wipe and polish all plexiglass sneeze guards with a microfibre cloth and warm water with detergent.
- Wipe and polish all metal fixtures with a blue glass cloth for a streak-free shine.
- Ensure hand sanitiser stations are available for staff and customers. Staff should use hand sanitiser after touching money or objects (such as reusable grocery bags) touched by customers.

## DISINFECT CARTS AND BASKETS



Including handles, child seating areas and all other high-touch surfaces.

- Before and after each use, disinfect all high-touch surfaces with a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.

## DISINFECT SERVICE COUNTERS

Including customer service, deli/bakery/etc. counter, fitting room check-in, etc.



- Regularly disinfect all high-touch surfaces with a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Ensure any tables, benches and chairs are disinfected, paying special attention to high-touch areas like arm rests and tabletops.
- Clean and disinfect electronics (like copiers and monitors) according to manufacturer's instructions. If no guidance, use a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.

## WASTE DISPOSAL

- Dispose of waste and recycling in entryways and throughout front of house areas as often as needed.
- Place new liner bag in the waste container.
- Disinfect waste disposal area and clean rubbish bin regularly.



## DUST MOP AND WET MOP THE FLOOR

- Regularly use a Lobby Pro® broom and dustpan to sweep up messes as needed.
- Check the floor for debris and use a scraper if needed before beginning.
- Use microfibre 45cm dust pad and begin dust mopping from the entrance door working backwards. If a dust mop is not available, use a broom.
- Place wet floor sign on the ground to alert employees and patrons of wet floor to help prevent slips and falls.
- Use sterile, disposable wet mop or freshly machine-laundered wet mop. Fill the mop bucket with diluted floor cleaning solution as recommended per chemical- specified guidelines.
- Begin mopping at the opposite end of the door and use a "Figure 8" motion to prevent cross-contamination and keep track of dirty and already cleaned surfaces.



### DON'T FORGET

- Clean visibly dirty surfaces with water and detergent prior to disinfecting.
- Ensure proper dwell time is met and let air dry.



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## TIP

The CDC recommends placing hand sanitiser stations throughout retail facilities for use by both workers and customers.<sup>1</sup> Ensure hand sanitiser stations are placed in visible locations and refilled regularly.

High-touch disinfection recommendations based on CDC guidance for disinfection. Always work with your cleaning solution provider to identify the right chemicals and follow manufacturer and regulatory instructions regarding sanitation and disinfection within the facility. <sup>1</sup>What Grocery and Food Retail Workers Need to Know about COVID-19", CDC, April 2020.



# RETAIL BACK OF HOUSE CLEANING CHECKLIST

**DISINFECT HIGH-TOUCH EQUIPMENT:** Always clean and disinfect equipment and electronics according to manufacturer’s instructions. If no guidance, the CDC recommends using a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe to disinfect the surface. Ensure proper dwell time and let air dry.



## RECEIVING/LOADING DOCK AND CURBSIDE PICKUP

**WHEN:** Disinfect at the beginning of each shift, before use by a new associate and at the end of each shift.

**AREAS TO INCLUDE:**

- Automated Receiving Machinery
- Automated Loading Machinery
- Control Panels and Buttons on Conveyors
- Push Plates
- Pickup Staging Area
- Curbside Pickup Carts



## COMPUTER WORKSTATIONS, SCANNERS AND OTHER ELECTRONICS

**WHEN:** Disinfect at the beginning of each shift, before use by a new associate and at the end of each shift.

**AREAS TO INCLUDE:**

- Keyboards
- Mouse/Mouse Pad
- Edges of Monitor
- Buttons and Controls
- Printer Output Area
- Writing Tools
- Workstation Surface Area
- Scanners



## ELECTRIC VEHICLES AND EQUIPMENT

**WHEN:** Disinfect at the beginning of each shift, before use by a new associate and at the end of each shift.

**AREAS TO INCLUDE:**

- Gearbox Controls
- Controls and Display Panels
- Frame Handle and Frame
- Key, Ignition and Surrounding Area
- Keyboard and Unit
- Screen
- Scan Gun (including screen and trigger)
- Seat
- All Surfaces Within Operator’s Reach
- Propane Tank/Hoses/Valves

### DON'T FORGET



Use a spray bottle of disinfectant and microfibre cloth to clean all other high-touch areas, which could include: doorway/entrance, door knobs, light switches, glass entryways, railings, etc.

### FLOOR CLEANING



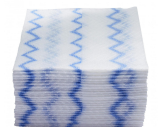
Remember to regularly clean back of house flooring using a WaveBrake® Mop Bucket with Dirty Water Bucket and a disposable string mop for optimal cleanliness and to minimise risk of cross-contamination.



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## TIP

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High-touch disinfection recommendations based on CDC guidance for disinfection. Always work with your cleaning solution provider to identify the right chemicals and follow manufacturer and regulatory instructions regarding sanitation and disinfection within the facility. <sup>1</sup>What Grocery and Food Retail Workers Need to Know about COVID-19, CDC, April 2020.



# RETAIL OFFICE AND BREAKROOM CLEANING CHECKLIST

## DISINFECT OFFICE ENTRYWAY AND COMMON SPACES

Including keypads and speakers, doorway/entrance, door knob, light switch, glass entryways, check-in desk, railings, etc.

- Regularly disinfect all high-touch areas with a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Clean and disinfect electronics (like copiers and monitors) according to manufacturer's instructions. If no guidance, use a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Wipe and polish all metal fixtures with blue glass cloth.
- Clean soft surfaces, such as carpeted floor, rugs, and drapes, with soap and water, or with cleaners appropriate for use on these surfaces. If possible, launder items according to manufacturer's instructions or use a disinfectant and a microfibre wipe to disinfect.

## DISINFECT INDIVIDUAL OFFICES, DESKS AND CUBICLES

- Regularly disinfect desk surfaces and high-touch areas (light switches, drawer handles, etc.) using a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Disinfect office chairs, paying special attention to high-touch areas like arm rests.
- Clean and disinfect individual electronics (like desk phones, computer monitors, keyboards, mice, etc.) according to manufacturer's instructions. If no guidance, use a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Wipe and polish all metal fixtures with blue glass cloth.

## RESTOCK SUPPLIES AND WASTE DISPOSAL

- Restock supplies at all hand sinks, including disposable towels and soap.
- Ensure hand sanitiser stations are available and refill as needed.
- Dispose of waste as often as needed.
- Place new liner bag in the waste container.
- Disinfect waste disposal area and clean rubbish bin regularly.



### DON'T FORGET

- Clean visibly dirty surfaces with water and detergent prior to disinfecting.
- Ensure proper dwell time is met and let air dry.

## DISINFECT BREAKROOM HIGH-TOUCH AREAS

Including doorway, door knob, light switch, glass entryway, railings, countertop, sink, fixtures, etc.

- Regularly disinfect all high-touch areas with a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Restock supplies at hand sink including disposable towels and soap.
- Ensure hand sanitiser station is available and refill as needed.

## DISINFECT BREAKROOM APPLIANCES

- Regularly disinfect high-touch appliance surfaces using a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Microwave/toaster/etc:** Wipe down all handles and surfaces, including both the inside and outside.
- Vending machine:** Wipe down glass and all touchpads.
- Coolers/refrigerators:** Wipe down the exterior and all handles/touch points.
- Wipe and polish all metal fixtures with blue glass cloth.

## DISINFECT BREAKROOM SEATING AREA

Disinfect seating area at the start of the day, in between each group of employees or shift, and again at the end of the day.

- Remove all items (salt and pepper shakers, napkin dispensers, centerpieces, etc.) from the table in order to fully clean the entire surface.
- Disinfect the breakroom table using a spray bottle of disinfectant and a damp microfibre cloth or disposable microfibre wipe.
- Disinfect all benches and chairs, paying special attention to high-touch areas like arm rests.



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## TIP

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High-touch disinfection recommendations based on CDC guidance for disinfection. Always work with your cleaning solution provider to identify the right chemicals and follow manufacturer and regulatory instructions regarding sanitation and disinfection within the facility. <sup>1</sup>What Grocery and Food Retail Workers Need to Know about COVID-19, CDC, April 2020.



# RETAIL RESTROOM CLEANING CHECKLIST

**Follow the steps, in order below, to ensure that you move from the cleanest surfaces in the room to the dirtiest surfaces and from the top of the room to the bottom to help minimise cross-contamination.**

Before starting, place a “Closed for Cleaning” sign in front of the restroom to reduce interruptions and ensure that the restroom can be fully cleaned.



## DISINFECT SINK AND COUNTER



- Use damp green microfibre cloth for general cleaning and a damp blue microfibre glass cleaning cloth for bright surfaces.
- Wipe top of sink and bowl, as well as the front of the counter with the green microfibre cloth.
- Wipe and polish faucet handles and all metal fixtures with blue glass cloth.
- Clean the piping and all the exposed surfaces of the entire unit.

## CLEAN MIRRORS



- Use damp blue microfibre glass cleaning cloth.
- Lightly wet cloth with water and clean mirror from top to bottom.
- Remove fingerprints, splash marks and smudges as needed.

## DISINFECT TOILET



- Pour a small quantity of bowl cleaner in the toilet bowl water of each toilet.
- Dip bowl brush into the bowl water, now mixed with bowl cleaner, and move it around all inside surfaces including under the rim of the bowl, allowing to stand for proper dwell time.
- Clean and polish the piping, flush handle, seat and bowl with a yellow microfibre bathroom cloth.

## RESTOCK SUPPLIES AND WASTE DISPOSAL



- Restock supplies at hand sink including soap and sanitizer.
- Dispose of waste as often as needed.
- Place a new liner bag in the waste container.
- Disinfect waste disposal area and clean waste container regularly.

## DUST MOP AND WET MOP THE FLOOR



- Check the floor for debris and use a scraper if needed before beginning.
- Use microfibre 45cm dust pad and begin dust mopping from the entrance door working backwards. If a dust mop is not available, use a broom.
- Place wet floor sign on the ground to alert employees and patrons of wet floor to help prevent slips and falls.
- Use sterile, disposable wet mop or freshly machine-laundered wet mop. Fill the mop bucket with diluted floor cleaning solution as recommended per chemical-specified guidelines.
- Start mopping in the back corner of the restroom using a “Figure 8” motion to prevent cross-contamination and keep track of dirty and already-cleaned surfaces. Continue mopping backwards and out of the restroom door.
- Remove the used mop head after cleaning the restroom to avoid cross-contamination in other areas of the facility.



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## TIP

Make sure to wear disposable gloves and ensure proper ventilation while cleaning and disinfecting any area within the facility.