***C-STORE DAILY CLEANING CHECKLIST***

**Date**

**EXTERIOR:**

**Pump Islands / cat walk – each shift**

* Refill squeegee windshield buckets
* Check and refill paper towels
* Check and refill dispenser receipt printer paper
* Empty trash containers and refill with plastic bags
* Pick up any trash on the islands and drive
* Clean one pump dispenser each day (all four sides)

**Store Lot**

* Pick up trash each shift, including cigarette butts
* Sweep / Hose down parking area each week

**INTERIOR:**

**Restrooms – Checked every two hours or as needed *(Wear rubber gloves)***

* Clean sink
* Clean toilet basin and seat
* Clean mirror
* Toilet paper stocked
* Hand towels stocked / hand dryer unit cleaned
* Soap unit filled and working
* Floor and tile clean / floor mopped once each shift
* Trash container emptied as needed
* Sweep / mop each shift or as needed, including the cashier area *(Use Wet Floor signs)*
* Vacuum / shake floor mats once per shift
* Empty all trash containers

**Fountain and Coffee Area**

* Clean and wipe down the equipment and countertop at least once each hour
* Check and replace supplies

**First Shift Manager should check Brix each day to ensure quality taste.**

**Fountain heads should be taken apart and cleaned/sanitized once a week.**

**Coffee**

* Make fresh coffee every 30 minutes (glass pots), or every 2 hours in air pots (carafe)
* Wipe down equipment and counter top hourly
* Check and refill coffee supplies hourly
* Clean and sanitize pots at the end of each shift

**Microwave**

* Clean and wipe down the exterior and counter space
* Clean the door and controls
* Wipe down and clean the interior removing any spilled baked on food
* Use a non-abrasive product to remove stains from the interior.

**Candy**

* Face and dust once per shift

**Doors**

* Clean front door glass once per shift
* Clean cooler doors glass once per shift
* Dust, clean, and organize the cashier area each shift.

**‘Sanitize’ hourly: cooler handles, front door, restroom door, coffee pot(s), all counter surfaces**

**Report any Equipment Issues or Out of Stock here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please Initial When Completed**