

	A	B	C	D
1	<b>Daily Store Hygiene &amp; Maintenance Checklist</b>			
2		DONE	NOT DONE	REMARKS
3	<b>Store Opening (Before Opening Hours)</b>			
4	Sweep and mop the floor (ensure no dust or debris)			
5	Clean glass doors, handles, and display windows (smudge-free)			
6	Check lighting (all bulbs functioning, especially on showcases)			
7	Wipe and polish display counters and glass tops			
8	Arrange display jewellery neatly — no fingerprints, smudges, or misplaced items			
9	Sanitize door handles and high-touch surfaces			
10	Wipe POS area and keyboards with disinfectant			
11	Check jewellery cleaning equipment is clean and functional			
12	Refill tissue boxes, hand sanitizer, and jewellery cleaning cloths			
13	<b>Throughout the Day (During Store Hours)</b>			
14	Wipe down showcases and glass surfaces after every few customers			
15	Maintain fragrance and ambient lighting			
16	Keep floors spotless — spot-clean immediately after any dirt or spill			
17	Regularly sanitize high-touch areas (chairs, counters, POS)			
18	Ensure restroom is clean, stocked, and bins emptied			
19	Keep pantry clean and dispose of waste properly			
20	<b>Store Closing (End of Day)</b>			
21	Remove and safely lock away all display jewellery per inventory protocol			
22	Wipe down all surfaces again (glass, tables, chairs)			
23	Empty and clean trash bins			
24	Vacuum or mop entire floor area			
25	Ensure air-conditioning units are turned off or scheduled			
26	Check all tools, keys, and devices are secured			
27	Sanitize phones, counters, and keyboards			
28	Confirm security cameras and alarms are functioning			
29	<b>Weekly Add-Ons</b>			

	A	B	C	D
30	Deep clean all display glass (inside and out)			
31	Polish metal display fixtures and signage			
32	Clean and sanitize storage drawers and back-office shelves			
33	Inspect air vents and lighting for dust accumulation			
34	<b>Date</b>	<b>Opening Check by</b>	<b>Midday Check by</b>	<b>Closing Check by</b>
35				