

# Staff Cleaning Checklist

*The safety of our customers and staff is our continued priority, including a clean store for customers to shop*

Stores should receive 12 hours of payroll per day to execute continuous cleaning throughout the day using multi-surface & glass cleaner. Cleaning should happen open to close. Spray cleaner on surfaces, wipe clean and let any residual air dry.

- Screens/electronics: Spray multi-surface & glass cleaner on a towel, then wipe device.
- Card readers: Spray the multi-surface & glass cleaner on a towel and wipe the device. Do not directly spray the card reader and clean touchpad/buttons lightly; directly spraying or pressing too hard may cause damage.
- Transaction partitions: Spray multi-surface & glass cleaner cleaner on a microfiber towel, then wipe the partition, including edges.
- Although gloves are not required when using disinfectant, vinyl gloves are available if staff chooses.

## **FRONT OF STORE**

- Belted registers (monitors, belts, ledge, dividers, etc.)
- Self-Checkout (monitors, hand scanners, etc.)
- Card readers
- Restrooms (doors, locks, handles, faucets)
- Service Desk registers
- Registry devices/kiosks
- Photo Lab kiosks
- Electronic shopping carts (handle and top edge)
- Checklane beverage coolers (handles)
- ATMs
- Cash Recyclers
- Exterior doors
- Transaction partitions

## **FOOD & BEVERAGE**

- Starbucks card readers
- Hand-off counter
- Cooler and freezer handles

## **SALES FLOOR**

- Fitting room (high-touch areas, including door handles)
  - Elevators and escalators (touchpoints, if applicable)
  - Restrooms

## **OFF STAGE & OFFICES**

- Breakrooms
  - Staff lockers
  - Time clocks

## **Cleaning Supplies**

- Multi surface & glass cleaner
- Food Area: non-woven light gray cloth
- Checklane and Customer Service: paper towels
- Spray bottle