**Weekly Cleaning Lists**

*This list is in addition to serving customers and regular stocking and cleaning duties*

**Mondays:**

* Windex fridge door and clean inside fridge.
* Windex front door
* Dust chip and snack shelves
* Clean computer
* Clean display shelving below counter (facing the customers)
* Clean and organize hanging items behind counter
* Sweep and mop main front door walkway
* Sweep and mop behind counter

**Tuesdays: (Order days – ensure we have enough product for the week)**

* Dust and clean items on the shelf right to the till
* Dust small dog food shelving (the whole wall) dust items on the shelves.
* Dust and clean the sale items shelving.
* Dust dog/cat toys
* Pull out display racks and sweep/mop underneath
* Dust carriers and shelves
* Sweep and scrub stairs (both)

**Wednesdays:**

* Clean the entire bird house and seed section.
* Dust shelves & all items on the shelves.
* Remove bags from the very bottom and clean those shelves
* Sweep and mop entire area
* Stock any seeds that are needed

**Thursdays: (order days – ensure we are emailing anything we need)**

* Clean the muckboots section
* Dust boxes of boots
* Clean the shelving
* Wipe any dust off the boots
* The island behind the bench – clean shelving and dust boots
* Sweep and mop entire upstairs
* Windex door

**Fridays:**

* Dust middle rack shelving
* Dust pine furniture
* Clean outdoor furniture
* Sweep upstairs deck and down in front of main entrance
* Stock up any items for the weekend

**Saturdays:**

* Dust all outer shelves
* Dust all items
* Organize anything out of place
* Dust docking accessories island
* Ensure all docking items are accurately stocked – if not email Clive, Chris and Ben
* Keep dock showroom cleaned and clutter free