

# Grocery Store Receiving Area Cleaning Checklist

Printable checklist for grocery receiving areas, loading paths, storage rooms, back entrances, garbage areas and back-of-house cleaning.

**Best for:** receiving areas, storage areas, loading docks, back rooms, garbage zones and store operations teams.

**Service areas:** Chilliwack, Sardis, Vedder Crossing, Garrison Crossing, Promontory, Yarrow, Greendale, Rosedale, Fairfield Island, Cultus Lake, Abbotsford, Hope and the Fraser Valley.

## Daily Receiving Area Cleaning

| Done                     | Task                                                                  | Notes / Initials |
|--------------------------|-----------------------------------------------------------------------|------------------|
| <input type="checkbox"/> | Remove packaging, cardboard, shrink wrap and loose debris.            |                  |
| <input type="checkbox"/> | Sweep or clean receiving floor traffic paths.                         |                  |
| <input type="checkbox"/> | Inspect back entrance and loading path for dirt, moisture or residue. |                  |
| <input type="checkbox"/> | Clean spills immediately and document recurring issues.               |                  |
| <input type="checkbox"/> | Keep garbage and recycling areas organized.                           |                  |
| <input type="checkbox"/> | Inspect staff paths from receiving to sales floor.                    |                  |
| <input type="checkbox"/> | Check for odors, standing water or residue near bins.                 |                  |
| <input type="checkbox"/> | Confirm walkways are clear and safe.                                  |                  |

## Weekly Back-of-House Review

| Done                     | Task                                                                   | Notes / Initials |
|--------------------------|------------------------------------------------------------------------|------------------|
| <input type="checkbox"/> | Detail clean corners, edges and behind movable items where accessible. |                  |
| <input type="checkbox"/> | Clean garbage area floor and surrounding surfaces.                     |                  |
| <input type="checkbox"/> | Inspect storage rooms for dust, debris and floor residue.              |                  |
| <input type="checkbox"/> | Pressure wash or deep clean exterior zones where appropriate.          |                  |
| <input type="checkbox"/> | Record maintenance, pest, odor or safety concerns for management.      |                  |

**Store:**

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**Date:**

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**Manager:**

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**Signature:**

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**Location:**

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**Next Review:**

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**Need professional grocery store cleaning?** Call CBF Canada at 604-375-7895 or visit <https://www.cbfcanada.com/chilliwack-grocery-store-cleaning/>