

# Keeping a Clean and Safe Store

Basic housekeeping is important for keeping you, your team, and customers safe.



**Keep aisles clear and mess free**



**Clean floors and surfaces**



**Adjust shelves and items on the shelves**



**Removed damaged merchandise**



**Make sure all surfaces are dry**



**Make sure all products are facing the front**



**Prevent the need for overreaching by the customer**



**Make sure the shelf space is full**



**Make all shelving attractive by remaining organized and giving the appearance of constantly being well stocked.**



**Wipe dust and grime from merchandise and surfaces.**



**Make sure all items are arranged neatly.**