

Appendix 4-7

TIPS FOR KEEPING YOUR STORE CLEAN & ATTRACTIVE

- Return stock to its proper area as soon as possible.
- Clean floors regularly (vacuum, sweep, wash).
- Clean windows and entrance area regularly.
- Dust fixtures and display counters regularly.
- Use proper cleaning products and procedures. Follow WHMIS if it applies.
- Dispose of garbage regularly.
- Keep service areas neat and organized.
 - Avoid clutter on counters (keep only impulse or add-on sales there).
 - Keep reference manuals in proper place.
- Pick up trash outside your store.
- Maintain a cleaning schedule.