

Events Cleaning Checklist

(Corporate Events • Private Functions • Weddings • Conferences • Venue Hire)

KEMP Cleaning Services

Pre-Event Preparation (If Required)

- Sweep and mop floors
 - Vacuum carpets and entrance areas
 - Clean and disinfect tables and chairs
 - Wipe bar counters and service areas
 - Clean internal glass panels and mirrors
 - Dust accessible surfaces
 - Check and clean restrooms
 - Empty bins and replace liners
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During Event (If Applicable)

- Monitor and maintain restroom cleanliness
 - Refill soap, paper towels and toilet paper
 - Empty bins as required
 - Spot clean spills
 - Maintain entrance and high-traffic areas
 - Discreet removal of visible debris
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Post-Event Cleaning

- Remove general waste and replace liners
 - Sweep and mop all hard floors
 - Vacuum carpets and mats
 - Clean and disinfect tables, chairs and high-touch surfaces
 - Clean bar and service counters (external surfaces)
 - Remove spills and visible stains (surface level)
 - Clean restrooms and restock consumables
 - Return furniture to original layout (as agreed)
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Back of House / Staff Areas

- Sweep and mop floors
 - Wipe accessible preparation surfaces (external only)
 - Empty staff bins
 - Clean staff restroom (if applicable)
 - Maintain general tidiness of service areas
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Exclusions – Not Included in Standard Service

The following services are not included unless agreed in writing:

- Deep cleaning or restoration of heavily soiled areas
- Removal of permanent stains (wine, wax, grease, etc.)
- Biohazard, bodily fluids or hazardous waste cleaning
- Specialist carpet or upholstery shampooing
- High-level cleaning (ceilings, lighting rigs, draping structures)
- External area or car park cleaning
- Waste disposal beyond standard bagged internal waste
- Removal of event décor, staging, or hired equipment
- Cleaning of catering equipment or commercial kitchen machinery

Additional services may be arranged upon request and may incur additional charges.

**This checklist is provided as a comprehensive guideline of our standard cleaning service. The completion of all listed tasks may vary depending on the size and condition of the property, the time allocated for the service, and any specific priorities requested by the client.

Where particular areas are requested to be prioritised, our team will focus accordingly, and certain tasks within this checklist may be deferred to a future visit.