

## Hospitality Cleaning Checklist

*(Café • Restaurant • Bar • Office Hospitality)*

### KEMP Cleaning Services

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#### Front of House – Customer Areas

- Sweep and mop floors
  - Vacuum carpets and entrance mats
  - Clean and disinfect tables, chairs, and high-touch surfaces
  - Wipe internal glass panels and display units
  - Remove fingerprints from glass and stainless steel
  - Dust ledges, skirting boards, and accessible surfaces
  - Straighten furniture and presentation areas
  - Empty bins and replace liners
  - Clean entrance area and check for debris
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#### Restrooms

- Clean and disinfect toilets
  - Clean and disinfect sinks and countertops
  - Polish mirrors
  - Refill soap dispensers
  - Refill paper towels and toilet paper
  - Empty sanitary bins (if applicable)
  - Mop floors with disinfectant
  - Clean high-touch points (handles, locks, flush buttons)
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#### Bar / Service Counter Area

- Wipe and disinfect counters
  - Clean external surfaces of equipment
  - Clean display fridges (external only)
  - Spot clean walls and splashbacks
  - Clean handles and high-touch areas
  - Remove visible debris and maintain presentation standards
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#### Back of House

- Sweep and mop floors
- Clean staff restroom (if applicable)
- Wipe staff tables and lockers (external surfaces)

- Empty internal bins
  - Spot clean walls and doors
  - Clean accessible surfaces and shelving (external only)
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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, heavy limescale or mould treatment
- High-level cleaning (ceilings, vents, light fittings above reachable height)
- External window cleaning
- Carpet shampooing or specialist floor treatments
- Cleaning of kitchen extraction systems or internal commercial kitchen equipment
- Cleaning inside ovens, grills, fryers or food preparation machinery
- Biohazard, bodily fluids or hazardous waste cleaning
- Waste removal beyond standard internal bins
- Moving heavy furniture or equipment

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.