

Retail Cleaning Checklist

(Shops • Boutiques • Showrooms • Commercial Retail Units)

KEMP Cleaning Services

Sales Floor – Customer Areas

- Sweep and mop floors
 - Vacuum carpets and entrance mats
 - Dust shelving, ledges, and accessible display units
 - Clean and disinfect high-touch surfaces
 - Wipe display tables and counters
 - Remove fingerprints from glass and mirrors
 - Clean internal glass panels and display windows
 - Straighten light furniture (where safe to do so)
 - Empty bins and replace liners
 - Maintain tidy presentation of customer areas
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Fitting Rooms (If Applicable)

- Sweep and mop floors
 - Clean mirrors
 - Wipe benches and hooks
 - Remove dust and debris
 - Empty bins
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Cash Desk / Checkout Area

- Clean and disinfect counters
 - Clean card machines (external surfaces only)
 - Remove fingerprints from screens and glass
 - Dust surrounding shelving and displays
 - Empty bins
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Staff / Back of House

- Sweep and mop floors
 - Wipe staff tables and lockers (external surfaces)
 - Clean staff kitchenette surfaces (external only)
 - Clean staff restroom (if applicable)
 - Empty internal bins
 - Maintain general tidiness of storage 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 or specialist stain treatment
- High-level cleaning (ceilings, vents, lighting above reachable height)
- External window cleaning
- Carpet shampooing or specialist floor treatments
- Cleaning inside stock packaging or merchandise handling
- Inventory organisation or merchandising services
- Biohazard or hazardous waste cleaning
- Waste removal beyond standard internal bins
- Moving heavy shelving units or display systems

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.