SITE survey. APP

SITE SURVEY REPORT

Deep Clean Report

Prepared for	The Old Bakery Cafe
Date	12 Oct 2026
Site	The Old Bakery Cafe
Prepared by	C. Doyle

FORM

Deep Clean Report

1. Job

Project	The Old Bakery Cafe: kitchen deep clean (completed example)
Client	The Old Bakery Cafe
Site	The Old Bakery Cafe
Site address	4 Bridge Street, Ludlow
Site entrance (GPS)	Rear kitchen door, Bridge Street · 52.367120, -2.718040 (SO 51206 74583, ±6 m)
Date of the clean	12 Oct 2026
Start time	18:00
Team leader	C. Doyle
Team size	3
Finish time	23:30
Agreed scope	Kitchen, wash-up and staff toilet: degrease, descale and sanitise, extraction grilles, behind equipment.

2. Chemicals and PPE

Are COSHH assessments and safety data sheets on site for every product used?	Yes
PPE worn	Gloves, Eye protection, Apron or overalls
Were wet floor signs and barriers used?	Yes

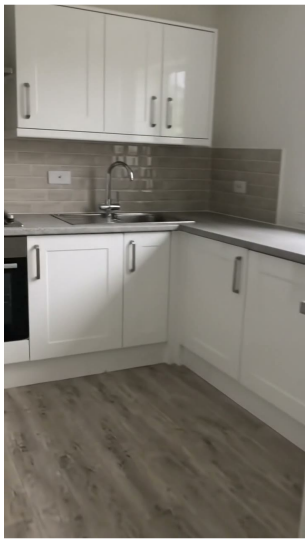
3. Areas

Areas cleaned 1: Main kitchen

Area	Main kitchen
Type	Kitchen
Floor length (m)	7.2
Floor width (m)	4.5

Floor area (m²)	32.4

Before photos



Tasks done	High-level dusting, Degreasing, Surfaces cleaned and sanitised, Vents and extract grilles, Behind and under equipment, Floors machine scrubbed
Products used and dilution	Alkaline degreaser 1:20; food-safe sanitiser ready to use

After photos



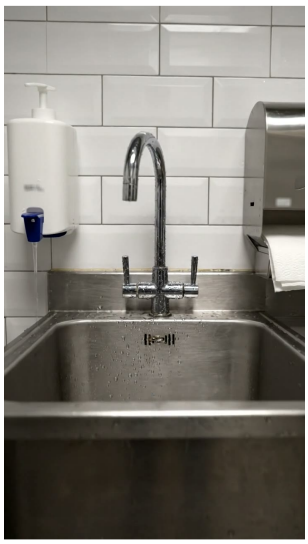
Found during the clean	Pest activity
Details	Mouse droppings behind the fryer. Owner told; pest contractor booked.
Result	Complete

Areas cleaned 2: Wash-up

Area	Wash-up

Type	Kitchen
Floor length (m)	3.0
Floor width (m)	2.4
Floor area (m²)	7.2
Tasks done	Descaling, Surfaces cleaned and sanitised, Floors machine scrubbed
Products used and dilution	Acid descaler 1:10

After photos

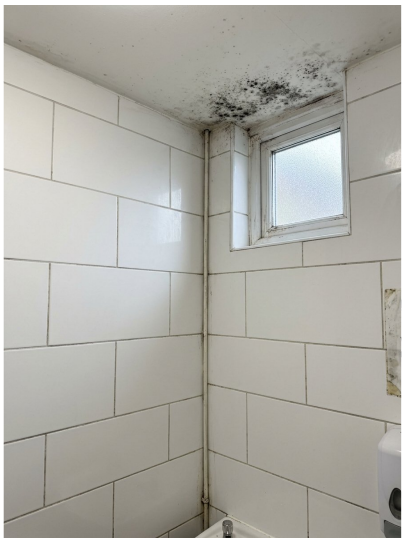


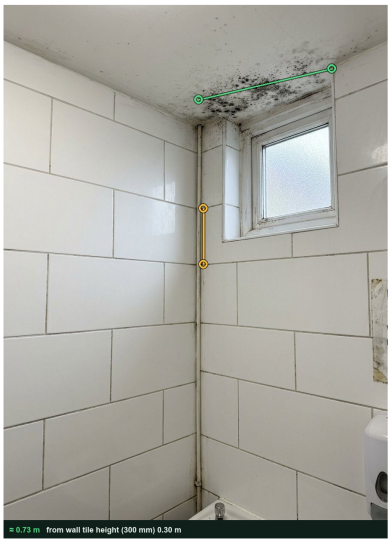
Found during the clean	Nothing
Result	Complete

Areas cleaned 3: Staff toilet

Area	Staff toilet
Type	Washroom
Floor length (m)	1.8
Floor width (m)	1.5
Floor area (m²)	2.7

Before photos





Tasks done	Descaling, Touch points disinfected
Products used and dilution	Washroom cleaner 1:40
Found during the clean	Mould
Details	Black mould on the ceiling and top row of tiles above the window. Surface cleaned with mould remover; the cause looks like poor ventilation (no extract fan running). Reported to R. Bell for the landlord.
Size of the mould, damage or leak mark (m)	0.73
Result	Partly done
Why not complete?	Out of time; booked for Tuesday.
Areas recorded	3
Areas complete	2
Areas partly done or not done	1
Areas complete (%)	67
Areas where something was found	2
Floor area recorded (m²)	42.3

> Not every area is complete. The reason is recorded against each area: agree a return visit with the client and put the date in the client comments.

> Something was found during the clean. Tell the client in writing and pass pest activity to their pest contractor, and leaks or damage to whoever maintains the building. Cleaning does not fix the cause.

4. Client sign-off

Client satisfaction	Satisfied
Client comments	Kitchen looks great. Please finish the toilet on Tuesday; we will get the extract fan looked at.
Client name	R. Bell
Client signature	
Team leader name	C. Doyle
Team leader signature	