**🧽 CAFÉ CLEANING ROUTE CARD — SURFACE & FLOOR FOCUS**

**Date:** \_\_\_\_\_\_\_\_\_\_\_  
**Shift:** ☐ Morning ☐ Midday ☐ Evening  
**Assigned To:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Time In:** \_\_\_\_\_\_\_\_\_\_ **Time Out:** \_\_\_\_\_\_\_\_\_\_

**✅ SUPPLIES NEEDED**

* Disinfectant spray (food-safe)
* Degreaser (for kitchen areas)
* Multi-surface cleaner
* Glass cleaner
* Microfiber cloths / cleaning rags
* Duster (extendable for high dusting)
* Broom & dustpan
* Mop & bucket
* Gloves / PPE

**🧼 TASK CHECKLIST**

**1. 🪑 TABLES & CHAIRS**

* Wipe down all table surfaces with disinfectant
* Clean chair seats and backs (especially top rails and undersides)
* Spot-check chair and table legs for spills or gum
* Move furniture to sweep/mop underneath if possible

**2. 🧍‍♂️ COUNTERS & SURFACES**

* Disinfect all front counter surfaces (customer side and behind register)
* Wipe down all food prep countertops (back of house)
* Clean condiment stations and any service bars
* Sanitize all shared tools and utensil holders
* Spot clean walls and backsplash areas

**3. ☢️ MICROWAVES & APPLIANCES**

* Clean inside of microwave (remove plate, wash if needed)
* Wipe down exterior of microwave (buttons, handle, top)
* Wipe down toaster, panini press, or any other small appliances
* Clean coffee machine exterior & drip trays

**4. 🧹 FLOORS**

* Sweep all hard floors thoroughly (front and back of house)
* Sweep under furniture, counters, and equipment edges
* Mop with floor-safe disinfectant or degreaser (kitchen)
* Spot mop sticky or stained areas as needed

**5. 🌫 HIGH & LOW DUSTING**

* Dust all visible ledges, shelves, signage, and equipment tops
* Dust light fixtures and vents if reachable
* Wipe baseboards and kickplates
* Dust under counters or cabinets (if accessible)

**📋 SIGN-OFF**

* **Completed By (print name):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Supervisor Review (if required):** ✅ / ❌
* **Comments / Issues Noted:**