

Commercial Cleaning Checklist

Give a contract cleaning round a paper trail, so what was done and by whom is a signed line rather than an argument at the end of the month.

A contract cleaning sheet sized for a week: area, task, how often it falls due, who did it, initials and date. One sheet on the clipboard, one line per job.

HOW TO USE THIS SHEET

- 1
- Fill in the area, task and frequency columns once, then photocopy the sheet for each week.
- 2
- Initial and date each line as the job is done, not in a rush at the end of the shift.
- 3
- Anything not done gets a line in the notes with the reason. A blank row tells the client nothing, and a blank row is what gets argued about.

Site

Contract ref.

Week beginning

Cleaning company

Supervisor

Signed off

WORK RECORD

Area	Task	Frequency	Done by	Initials	Date
		daily / weekly			dd/mm/yy