[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Cleaning service job sheet

One sheet per clean - client, access, scope and sign-off.

Job number: _____

Date: _____

Client: _____

Site address: _____

Access instructions: _____

Frequency: _____

Scope of clean [Rooms and tasks, e.g. 3-bed house: all rooms, bathrooms deep clean, windows inside]

Tasks

Area	Tasks	Done
[e.g. Kitchen]	[degrease, mop, bins]	☐

Completion

Work completed: _____

Follow-up required: _____

Sign-off

Cleaner: _____ **Client:** _____ **Date:** _____