[Company name]

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Cleaning service job sheet

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

Job number	[JOB-0001]
Date	[Date]
Client	[Client name]
Site address	[Full address]
Access instructions	[e.g. key safe code, alarm code]
Frequency	[e.g. weekly / fortnightly / one-off]

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	[Yes / No - if no, what remains]
Follow-up required	[Yes / No - details]

Sign-off

Cleaner	Client	Date