Spotless Cleaning Services Ltd

Cleaning service job sheet

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

Job number	JOB-1042
Date	9 November 2026
Client	Sarah Mitchell
Site address	14 Oakfield Road, Birmingham B17 9JH
Access instructions	Key safe code, alarm code
Frequency	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
Kitchen	degrease, mop, bins	☐

Completion

Work completed	Yes
Follow-up required	Yes

Sign-off

Cleaner	Client	Date