Spotless Cleaning Services Ltd

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
Kitchen	degrease, mop, bins	☐

Completion

Work completed: _____

Follow-up required: _____

Sign-off

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