

Cleaning Staff Daily Work Order Log

Daily Operations

| | | |
|----------------------------|--------------|-------|
| DATE ____ / ____ / ____ | CLEANER NAME | SHIFT |
|----------------------------|--------------|-------|

| CLIENT / LOCATION | ARRIVE | DEPART | TASKS DONE | SUPPLIES USED | ISSUES | INITIALS |
|-------------------|--------|--------|------------|---------------|--------|----------|
| 1 | | | | | | |
| 2 | | | | | | |
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Notes

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