

Cleaning Work Order

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WORK ORDER #

DATE

FACILITY / SITE

AREA / ROOM(S) TO CLEAN

REQUESTED BY

DEPARTMENT

CLEANING TYPE

☐ Routine ☐ Deep Clean ☐ Spill / Emergency ☐ Move-Out

TASK CHECKLIST

TASK	DONE (Y/N)	NOTES

SUPPLIES / MATERIALS USED

ITEM	QTY	NOTES

ASSIGNED STAFF / TEAM

SCHEDULED DATE / TIME

COMPLETED DATE / TIME

SPECIAL INSTRUCTIONS / NOTES

STAFF SIGNATURE / DATE

SUPERVISOR SIGN-OFF / DATE

FACILIO TIP · Facilio's Mira can turn a chat or voice request straight into a dispatched cleaning work order — no form required. See how at facilio.com/ai-suite