

Cleaning Work Order

Issue a cleaning round area by area, score it on inspection, and record what was restocked and what chemicals were used at what dilution.

◆ Part A — The round

1. Work order details

Work order number <i>e.g. CWO-2026-0906</i>	
Date	
Shift <i>Early / Day / Evening / Night</i>	
Building and floor	
Round or zone reference	
Service type <i>Daily clean / Periodic / Deep clean / Reactive callout / Post-event</i>	
Supervisor	
Scheduled start and finish	

2. Area task record

Area	Floors	WCs	Dust	Glass	Waste	Touch pts	Cleaner	Min
<i>Level 2 open plan</i>		—					<i>A. Kaur</i>	<i>35</i>

Area	Floors	WCs	Dust	Glass	Waste	Touch pts	Cleaner	Min
Total minutes on the round								

♦ Tick, dash or leave blank per area. A blank cell means nobody has said whether it was done, which is different from a dash meaning it was not required.

3. Inspection scores

Area	Score 1-5	Fail points	Action required	Re-checked
Level 2 restrooms	3	Mirrors streaked, one dispenser empty	Reclean, restock soap	Yes

♦ Score honestly. A round that scores five everywhere every day is a round nobody is inspecting.

♦ Part B — Consumables and chemicals

4. Consumables restocked

Item	Area	Qty issued	Unit	Unit cost	Line total
Hand towel, roll	Level 2 restrooms	6	roll	1.85	11.10
Consumables total					

♦ Restock quantities are the only honest basis for a consumables budget. Guessing at reorder points is how a building runs out of hand towel on a Friday.

5. Chemicals used

Product	Dilution	Applied to	Qty used	Unit	PPE worn
Neutral floor cleaner	1:200	Level 2 hard floors	2.5	L	Gloves

✦ Dilution belongs on the record. A product used neat because the dosing pump failed is a damaged floor and a COSHH problem, and nobody will remember it a week later.

✦ Part C — Issues, cost and sign-off

6. Issues found on the round

Damage or breakage found	
Spills or incidents dealt with	
Areas not accessible and why	
Maintenance work order raised <i>Yes / No — reference</i>	
Waste streams — anything unusual	
Equipment fault	

7. Labour

Date	Cleaner	Hours	Rate	Line total
26/09/2026	A. Kaur	4.00	16.50	66.00

Date	Cleaner	Hours	Rate	Line total
Labour total				

8. Cost of this round

Labour total	
Consumables total	
Equipment or specialist hire	
Total cost of this round	
Cleanable area (m ² or ft ²)	
Cost per unit of area	

✦ Cost per unit of area is the number a contract is won or lost on, and almost nobody records the two inputs it needs.

9. Sign-off

Round complete <i>Yes / No — what was left</i>	
Cleaner name and signature	
Supervisor name and signature	
Client representative name and signature	
Time started	
Time finished	
Date	