

Cleaning Job Sheet Template

Practical cleaning business template • Customize fields before use

Brand customization: This TidyOps-branded example shows a finished presentation. Replace the logo, colors, company details, and placeholders with your own brand before use.

CLEANING JOB SHEET

[YOUR COMPANY NAME]

[Phone Number]

[Email Address]

[Website]

JOB INFORMATION

Job Number:

Service Date:

Scheduled Arrival:

Estimated Duration:

Assigned Cleaner / Crew:

Crew Lead:

Service Type:

- ☐ Standard Cleaning
 - ☐ Deep Cleaning
 - ☐ Move-In Cleaning
 - ☐ Move-Out Cleaning
 - ☐ Vacation Rental Turnover
 - ☐ Office Cleaning
 - ☐ Commercial / Janitorial
 - ☐ Post-Construction Cleaning
 - ☐ Other:
- Service Frequency:
- ☐ One-Time
 - ☐ Weekly
 - ☐ Every 2 Weeks
 - ☐ Every 4 Weeks
 - ☐ Monthly
 - ☐ Other:

CUSTOMER INFORMATION

Customer / Client:

Company, if applicable:

Primary Contact:

Phone:

Email:

SERVICE LOCATION

Service Address:

City / State / ZIP:

Property / Facility Name:

Unit / Suite:

PROPERTY DETAILS

Property Type:

Approx. Cleanable Area: sq. ft.

Bedrooms:

Bathrooms:

Floors / Levels:

Occupancy:

☐ Occupied

☐ Vacant

☐ Partially Occupied

☐ Commercial / Public Facility

ACCESS INSTRUCTIONS

Entry Method:

☐ Customer Present

☐ Key

☐ Lockbox

☐ Keypad

☐ Smart Lock



- ☐ Access Card
- ☐ Concierge / Security
- ☐ Property Manager
- ☐ Other:

Access Instructions:

Parking Instructions:

Alarm Instructions:

Restricted / Off-Limit Areas:

IMPORTANT SECURITY REMINDER

Use customer keys, access codes, alarm information, and other credentials only according to company security procedures.

Do not copy, photograph, share, or store access credentials in unauthorized locations.

PET INFORMATION

Pets Present:

- ☐ No
- ☐ Yes

Pet Type / Name:

Pet Instructions:

CUSTOMER PRIORITIES

The customer has identified these as priority areas:

- ☐ Kitchen
- ☐ Bathrooms
- ☐ Bedrooms
- ☐ Living Areas
- ☐ Floors
- ☐ Dusting
- ☐ Baseboards



- ☐ Pet Hair
- ☐ High-Touch Surfaces
- ☐ Other:

Priority Notes

SERVICE SCOPE

Complete all tasks included in the customer's assigned service.

Kitchen

- ☐ Counters
- ☐ Sink / Faucet
- ☐ Backsplash
- ☐ Stovetop
- ☐ Appliance Exteriors
- ☐ Microwave
- ☐ Cabinet Fronts
- ☐ Trash
- ☐ Vacuum / Sweep
- ☐ Mop

Bathrooms

- ☐ Toilets
- ☐ Sinks / Faucets
- ☐ Counters
- ☐ Mirrors
- ☐ Tubs
- ☐ Showers
- ☐ Fixtures
- ☐ Trash
- ☐ Vacuum / Sweep
- ☐ Mop

Bedrooms

- ☐ Dust Surfaces
- ☐ Mirrors



- ☐ Make Beds if Included
- ☐ Trash
- ☐ Vacuum
- ☐ Hard Floors

Living / Common Areas

- ☐ Dust Surfaces
- ☐ Tables
- ☐ Mirrors / Glass
- ☐ Straighten Furniture
- ☐ Trash
- ☐ Vacuum
- ☐ Hard Floors

Throughout Property

- ☐ Dust Accessible Surfaces
- ☐ Remove Cobwebs
- ☐ Clean High-Touch Surfaces
- ☐ Vacuum Carpet
- ☐ Vacuum Rugs
- ☐ Sweep Hard Floors
- ☐ Mop Hard Floors
- ☐ Final Walkthrough

JOB-SPECIFIC TASKS

Task	Area	Complete
		☐
		☐
		☐
		☐
		☐
		☐

ADD-ON SERVICES

Complete only when included in this job.

Add-On	Included	Complete
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Inside Refrigerator	☐	☐
Inside Oven	☐	☐
Inside Cabinets	☐	☐
Interior Windows	☐	☐
Blinds	☐	☐
Detailed Baseboards	☐	☐
Bed Linen Changes	☐	☐
Laundry	☐	☐
Pet Hair Removal	☐	☐
Other:	☐	☐

CUSTOMER-SPECIFIC INSTRUCTIONS

These instructions take priority where they do not conflict with company safety procedures or the agreed service scope.

SPECIAL SURFACES / ITEMS

- ☐ None Noted
- ☐ Natural Stone
- ☐ Hardwood
- ☐ Specialty Flooring
- ☐ Stainless Steel
- ☐ Antique Furniture
- ☐ Artwork
- ☐ Delicate Fixtures
- ☐ Unsealed Surface
- ☐ Specialty Appliance
- ☐ Other:

Handling Instructions

If uncertain about a product, surface, or cleaning method, stop and contact a supervisor before proceeding.

PRODUCTS / EQUIPMENT

Cleaning Products:

- ☐ Company Supplied
- ☐ Customer Supplied
- ☐ Special Products Required

Special Product Instructions:

Equipment Required:

- ☐ Standard Cleaning Kit
 - ☐ Vacuum
 - ☐ Mop System
 - ☐ Extension Tools
 - ☐ Carpet Equipment
 - ☐ Floor Equipment
 - ☐ Ladder
 - ☐ Other:
-

SUPPLIES / CONSUMABLES

Complete when applicable.

- ☐ Toilet Tissue
- ☐ Paper Towels
- ☐ Hand Soap
- ☐ Trash Liners
- ☐ Sanitary Products
- ☐ Guest Amenities
- ☐ Other:

Restocking Instructions

TIME TRACKING

Scheduled Start:

Actual Arrival:

Work Started:

Work Completed:



Departure Time:

Number of Cleaners:

Total Labor Hours:

JOB STATUS

- ☐ Not Started
- ☐ In Progress
- ☐ Complete
- ☐ Complete With Notes
- ☐ Partially Complete
- ☐ Follow-Up Required
- ☐ Reclean Required
- ☐ Unable to Complete

TASKS NOT COMPLETED

- ☐ All Included Tasks Completed

If not:

Task	Reason

Reason Codes

- ☐ Customer Request
- ☐ No Access
- ☐ Insufficient Time
- ☐ Unsafe Condition
- ☐ Equipment Problem
- ☐ Product / Surface Concern
- ☐ Scope Clarification Needed
- ☐ Other:

PROPERTY / FACILITY ISSUES OBSERVED

- ☐ None



- ☐ Existing Damage
- ☐ Plumbing Issue
- ☐ Electrical Issue
- ☐ Broken Fixture
- ☐ Pest Evidence
- ☐ Water Leak
- ☐ Unsafe Condition
- ☐ Access / Security Issue
- ☐ Supply Shortage
- ☐ Other:

Details

DAMAGE / INCIDENT

Did an incident occur?

- ☐ No
- ☐ Yes

If yes:

- ☐ Work stopped where appropriate
- ☐ Supervisor notified
- ☐ Incident documented
- ☐ Photos taken where permitted
- ☐ Customer / client notification initiated if required

Incident Reference:

Brief Description

PHOTO DOCUMENTATION

- ☐ Not Required
- ☐ Before Photos
- ☐ After Photos
- ☐ Quality-Control Photos



- ☐ Damage / Issue Photos
 - ☐ Customer-Requested Photos
- Photo Reference:

CLEANER NOTES

CUSTOMER REQUESTS FOR FUTURE VISITS

Did the customer request any changes or additional services?

- ☐ No
- ☐ Yes

Request

-
- ☐ Office Follow-Up Required

SUPPLY / EQUIPMENT NOTES

- ☐ No Issues
- ☐ Supplies Need Restocking
- ☐ Equipment Needs Maintenance
- ☐ Equipment Damaged
- ☐ Product Needed
- ☐ Other:

Details

FINAL QUALITY CHECK

Before leaving:

- ☐ Assigned checklist completed
- ☐ Customer priorities checked
- ☐ Add-ons completed



- ☐ Floors completed
- ☐ Trash removed as required
- ☐ Supplies restocked if included
- ☐ No tools or supplies left behind
- ☐ Customer belongings returned to proper position
- ☐ Issues documented
- ☐ Required photos completed
- ☐ Lights set according to instructions
- ☐ Doors / windows checked as required
- ☐ Property secured
- ☐ Alarm set if required

CLEANER COMPLETION

Cleaner / Crew Lead:

Job Result:

- ☐ Completed to Standard
- ☐ Completed With Notes
- ☐ Supervisor Review Required
- ☐ Follow-Up Required

Cleaner Initials / Signature:

Date / Time:

SUPERVISOR REVIEW

Supervisor Review Required:

- ☐ No
- ☐ Yes

Reviewed By:

Review Result:

- ☐ Approved
- ☐ Follow-Up Needed
- ☐ Reclean Required
- ☐ Customer Contact Required
- ☐ Incident Review Required

Supervisor Notes

OFFICE USE

Job Number:

Invoice / Billing Status:

☐ Not Ready

☐ Ready to Invoice

☐ Invoiced

☐ Paid

☐ Billing Review Required

Follow-Up Required:

☐ No

☐ Yes

Follow-Up Assigned To:

Follow-Up Date:

SAFETY & SCOPE NOTE

Cleaners should perform only services included in the assigned scope and within their training and authorization.

Do not perform hazardous, specialized, or additional work merely because a customer requests it during the visit.

If conditions differ materially from the job instructions, contact a supervisor before changing the service scope.

PRIVACY & SECURITY NOTICE

A job sheet may contain private customer information and property-access details.

Protect printed and electronic job sheets from unauthorized access. Do not leave documents containing customer contact information, keys, alarm instructions, or access credentials unsecured.

Consider excluding full access codes from printed job sheets when a more secure access method is available.

TEMPLATE CUSTOMIZATION NOTICE

Customize this job sheet to match your services, checklists, field procedures, safety requirements, and quality standards.



For businesses using service-specific checklists, use this sheet as the job summary and attach the appropriate detailed checklist rather than duplicating every cleaning task.

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