

Cleaning Time 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 TIME SHEET

[YOUR COMPANY NAME]

[Phone Number]

[Email Address]

[Website]

EMPLOYEE INFORMATION

Employee Name:

Employee ID:

Position:

- ☐ Cleaner
- ☐ Team Lead
- ☐ Supervisor
- ☐ Trainer
- ☐ Office / Administrative
- ☐ Other:

Pay Period Start:

Pay Period End:

Supervisor:

TIME ENTRY INSTRUCTIONS

Record working time accurately according to company policy and applicable wage-and-hour requirements.

Employees should:

- Record actual work time
- Record required meal periods according to company procedure
- Record compensable travel where applicable
- Record training, meetings, and other work time
- Never perform unrecorded or “off-the-clock” work
- Report missed or incorrect entries promptly

Do not change a time record to reduce hours actually worked.

DAILY TIME RECORD

MONDAY — Date:

Time Type	Start	End	Break	Total
Work / Shift				
Travel			—	
Training / Meeting			—	
Other:				
Daily Total: hours				
Employee Initials:				

TUESDAY — Date:

Time Type	Start	End	Break	Total
Work / Shift				
Travel			—	
Training / Meeting			—	
Other:				
Daily Total: hours				
Employee Initials:				

WEDNESDAY — Date:

Time Type	Start	End	Break	Total
Work / Shift				
Travel			—	
Training / Meeting			—	
Other:				
Daily Total: hours				
Employee Initials:				

THURSDAY — Date:

Time Type	Start	End	Break	Total
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Work / Shift	
Travel	—
Training / Meeting	—
Other:	
Daily Total: hours	
Employee Initials:	

FRIDAY — Date:

Time Type	Start	End	Break	Total
Work / Shift				
Travel			—	
Training / Meeting			—	
Other:				
Daily Total: hours				
Employee Initials:				

SATURDAY — Date:

Time Type	Start	End	Break	Total
Work / Shift				
Travel			—	
Training / Meeting			—	
Other:				
Daily Total: hours				
Employee Initials:				

SUNDAY — Date:

Time Type	Start	End	Break	Total
Work / Shift				
Travel			—	
Training / Meeting			—	
Other:				
Daily Total: hours				



Employee Initials:

JOB-BY-JOB TIME LOG

Use this section when the company tracks labor by customer or job.

Date	Job #	Customer / Property	Start	End	Labor Hrs.

Total Job Labor Hours:

TRAVEL TIME LOG

Record travel according to company policy and applicable wage-and-hour requirements.

Date	From	To	Start	End	Total

Total Recorded Travel Time:

BREAK RECORD

Date	Break Type	Start	End	Duration

Break and meal-period rules vary by jurisdiction. Configure this section according to applicable requirements.

NON-JOB WORK

Record compensable work that is not assigned directly to a customer job.

Date	Activity	Start	End	Hours
	Team Meeting			
	Training			
	Supply Prep			
	Equipment Maintenance			
	Office / Admin			
	Other:			

Total Non-Job Hours:

PAID LEAVE / OTHER HOURS

Where applicable:

Date	Type	Hours
	PTO	
	Sick	
	Holiday	
	Other:	

Total Leave / Other Hours:

WEEKLY / PAY-PERIOD SUMMARY

Regular Hours:

Overtime Hours:

Job Labor Hours:

Travel Hours:

Training Hours:

Meeting Hours:

Other Work Hours:

Paid Leave Hours:

TOTAL RECORDED HOURS:

Overtime eligibility and calculation should be determined under applicable law and company policy.

TIME ENTRY EXCEPTIONS

Did any of the following occur?

- ☐ Missed Clock-In
- ☐ Missed Clock-Out
- ☐ Incorrect Job Assignment
- ☐ Incorrect Break Entry
- ☐ Travel Time Missing
- ☐ Training Time Missing
- ☐ Schedule Changed
- ☐ Worked Beyond Scheduled Hours
- ☐ Other:

Explanation / Correction Requested

TIME CORRECTION RECORD

Original Entry:

Requested Correction:

Reason:

Requested By:

Request Date:

Reviewed By:

Approved Correction:

Approval Date:

Time-entry corrections should preserve an appropriate audit trail rather than silently replacing original records.

EMPLOYEE CERTIFICATION

I certify that this time sheet accurately reflects the time I worked to the best of my knowledge.

I have reported any known missing or incorrect entries and understand that all working time should be recorded according to company policy.



Employee Name:

Employee Signature:

Date:

SUPERVISOR REVIEW

The supervisor should review the time record for completeness and apparent errors without removing legitimately worked time.

Supervisor:

Status:

☐ Approved

☐ Correction Required

☐ Payroll Review Required

Supervisor Signature:

Date:

Notes

PAYROLL USE

Pay Period:

Regular Hours:

Overtime Hours:

Other Paid Hours:

Payroll Notes:

Entered / Reviewed By:

Date:

OPTIONAL JOB-COSTING SUMMARY

This section is for operational analysis and does not replace payroll records.

Job #	Customer	Revenue	Labor Hrs.	Labor Cost
		\$		\$
		\$		\$
		\$		\$
		\$		\$

\$

\$

Total Revenue: \$

Total Direct Labor Cost: \$

Revenue Per Labor Hour: \$

IMPORTANT WAGE & HOUR NOTICE

This template is a general administrative resource and is not legal, payroll, tax, or HR advice.

Wage-and-hour rules can govern compensable travel, waiting time, training, meetings, meal periods, rest periods, overtime, time rounding, minimum reporting pay, split shifts, record retention, and other matters.

Requirements vary by jurisdiction and employee classification.

Employers should maintain accurate records of all compensable working time and should not require or permit employees to perform unrecorded work.

Have your timekeeping and payroll practices reviewed for the laws applicable to your workforce.

TEMPLATE CUSTOMIZATION NOTICE

Customize this time sheet for your pay periods, job-number system, travel procedures, break policies, payroll process, and local requirements.

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Provided by TidyOps