

House Cleaning Work Order

Business: [Your Business Name] | Phone: [Phone] | Email: [Email]

Address: [Street, City, State, ZIP]

Work Order #: [WO-0001] Scheduled: [YYYY-MM-DD] Tech/Crew: [Name]

Customer: [Customer Name] Contact: [Phone/Email]

Job Address: [Service Address] Access: [Gate code/unit #]

Task checklist

■ Access instructions confirmed (keys, codes)

■ Room-by-room checklist completed

■ Photos taken (before/after) if agreed

■ Client walk-through or notes left

■

■

■

■

■

■

Completion notes

[What was completed, test results, follow-up recommendations.]

Customer sign-off: _____ Date: _____