

Cleaning Work Order Template

Free cleaning work order template for cleaning service businesses. Manage room-by-room checklists, supplies, access instructions, and quality inspections.

Date:

Customer Name:

Address:

Phone:

Job / WO #:

TEMPLATE FIELDS

01 Customer Name & Address

02 Property Type & Size

03 Room-by-Room Checklist

04 Cleaning Products Used

05 Special Instructions

06 Access/Key Information

07 Start & End Time

08 Quality Inspection

09 Supplies Restocked

10 Customer Satisfaction Rating

11 Team Lead Signature

12 Customer Signature

Additional Notes:

Technician Signature:

Signature

Date

Customer Signature:

Signature

Date

