

Cleaning Completion & Quality Inspection Report

Illustrative demonstration data. This sample is not an actual job record or an export from the app.

Report / site	CL-019 / Demo Office / Floor 2
Team / supervisor	Demo cleaning team A / Site supervisor
Date / visit time	19 Oct 2026 / 07:00-08:30
Scope / frequency	Office, washrooms and shared areas / Daily

01 / WORK RECORD

Area / check	Result	Evidence / notes
Office floors and bins	Pass	Vacuumed; waste removed / P01-P02
Washrooms	Pass	Surfaces cleaned; supplies checked / P03
Kitchen and shared areas	Pass	Surfaces and sink cleaned / P04
Entrance glazing	Needs attention	Marks remain on lower panel / P05

02 / EVIDENCE AND FOLLOW-UP

Quality finding	Entrance glazing needs a second clean.
Corrective action / owner	Re-clean lower panel / Demo cleaning team A
Deadline / review	19 Oct 2026, 09:00 / Supervisor to recheck
Visit outcome	Scheduled work recorded; glazing follow-up open.

03 / SIGN-OFF

Cleaner / prepared by	Supervisor / reviewed by
Name: _____	Name: _____
Signature: _____	Signature: _____
Date / time: _____	Date / time: _____

Mark each area Pass, Needs attention or N/A. Record missed work and the required follow-up before final sign-off.

Photo references are illustrative. Signature fields are intentionally unsigned.

Cleaning Completion & Quality Inspection Report

A reusable reporting form. Adapt the checks and review process to your organisation.

Report reference / site	
Team / supervisor	
Date / start / finish	
Scope / frequency	

01 / WORK RECORD

Area / check	Result	Evidence / notes
Office floors and bins		
Washrooms		
Kitchen and shared areas		
Other area / check		

02 / EVIDENCE AND FOLLOW-UP

Quality finding / photo references	
Corrective action / owner	
Deadline / review result	
Visit outcome	

03 / SIGN-OFF

Cleaner / prepared by	Supervisor / reviewed by
Name: _____	Name: _____
Signature: _____	Signature: _____
Date / time: _____	Date / time: _____

Mark each area Pass, Needs attention or N/A. Record missed work and the required follow-up before final sign-off.