FIELD SERVICE / CLEANING

REUSABLE TEMPLATE

Cleaning completion report

Use matching before and after views. Include only what the recipient needs.

JOB REFERENCE	SITE / UNIT	COMPLETION DATE / TIME

Work completed

☐ Complete ☐ Complete with exceptions ☐ Follow-up needed

Before & after

Add a short caption for each photo.

Room / area _____

Attach or affix photo here	Attach or affix photo here
BEFORE _____	AFTER _____

Room / area _____

Attach or affix photo here	Attach or affix photo here
BEFORE _____	AFTER _____

Exceptions & follow-up

AREA / EXCEPTION	NEXT ACTION / OWNER
PREPARED BY	**REVIEWED BY (OPTIONAL)**

Before sharing, check for faces, documents, access codes, and other unrelated details.