

## Cleaning Work Order Request

|  |                          |                     |  |                            |
|--|--------------------------|---------------------|--|----------------------------|
| <b>Cleaning Work Order Request</b>               |                          |                     |  |                            |
| <b>Requester:</b>                                |                          |                     |  |                            |
| <b>Client name:</b>                              |                          | <b>Date:</b>        |  | <b>Time:</b>               |
| <b>Email:</b>                                    |                          | <b>Phone:</b>       |  | <b>Requested due date:</b> |
| <b>Request Details<br/>(please be thorough):</b> |                          |                     |  |                            |
| <b>Location:</b>                                 |                          |                     |  |                            |
| <b>Prefered times<br/>for service:</b>           |                          |                     |  |                            |
| <b>Urgency:</b>                                  | <input type="checkbox"/> | Low                 |  |                            |
|  | <input type="checkbox"/> | Medium              |  |                            |
|  | <input type="checkbox"/> | High                |  |                            |
| <b>Facility Manager</b>                          |                          |                     |  |                            |
| <b>Custodian/cleaner assigned:</b>               |                          |                     |  |                            |
| <b>Date of assignment:</b>                       |                          |                     |  |                            |
| <b>Due date:</b>                                 |                          |                     |  |                            |
|  |                          | <b>Approved by:</b> |  |                            |
| <b>Custodian/Cleaner:</b>                        |                          |                     |  |                            |
| <b>Description of work performed:</b>            |                          |                     |  |                            |
|  |                          |                     |  |                            |
|  |                          |                     |  |                            |

|  |                             |  |  |  |  |  |  |
|--|-----------------------------|--|--|--|--|--|--|
|  |                             |  |  |  |  |  |  |
|  | <b>Additional comments:</b> |  |  |  |  |  |  |
|  |                             |  |  |  |  |  |  |
|  | <b>Labor hours:</b>         |  |  |  |  |  |  |
|  | <b>Materials used:</b>      |  |  |  |  |  |  |
|  | <b>Total cost:</b>          |  |  |  |  |  |  |