GULD

Cleaning visit sign-off

For routine, commercial and one-off cleaning visits

Record the areas completed and any work that needs a return visit.

Visit details

Site / client

Visit date

Cleaner / team lead

Start and finish times

Work completed

Area / room	Tasks completed	Status / initials

Outstanding work, access issues or follow-up

Sign-off

Cleaner / team lead

Client representative (if required)

Date

Save a copy and send it through your agreed Guld site reporting channel.