Daily Cleaning Records

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| Record Initiated by: |  | Document Downloaded: |  |
| Duty Holder Name: |  | Date Record Initiated: |  |

The following records when initialed indicate that a daily inspection of the cleaning has been completed and the standard achieved is that specified in the written cleaning schedule.

Any comments or action required are also noted.

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| --- | --- | --- | --- | --- |
| Week Commencing: | | |  | |
| Monday | Time: |  | Comments/Action: |  |
| Inspected by: |  |
| Tuesday | Time: |  | Comments/Action: |  |
| Inspected by: |  |
| Wednesday | Time: |  | Comments/Action: |  |
| Inspected by: |  |
| Thursday | Time: |  | Comments/Action: |  |
| Inspected by: |  |
| Friday | Time: |  | Comments/Action: |  |
| Inspected by: |  |
| Saturday | Time: |  | Comments/Action: |  |
| Inspected by: |  |
| Sunday | Time: |  | Comments/Action: |  |
| Inspected by: |  |

|  |  |
| --- | --- |
| Initiated by:  Signature:  Date: |  |