



YEARLY PLANNED CLEANING LOG 2022

NAME OR TRADE NO:	BUILDING NUMBER / AREA:	CLEANING SCHEDULE:
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		QUARTERLY TASKS	SIX MONTHLY TASKS	ANNUAL TASKS	OTHER WORK COMPLETED (Record BEIMS Ref No)	4 WKLY LOG RETURNED (tick)
1	JAN					<input type="checkbox"/>
2	FEB					<input type="checkbox"/>
3	MAR	Date: Sign:				<input type="checkbox"/>
4	APR					<input type="checkbox"/>
5	MAY					<input type="checkbox"/>
6	JUN	Date: Sign:	Date: Sign:			<input type="checkbox"/>
7	JUL					<input type="checkbox"/>
8	AUG					<input type="checkbox"/>
9	SEP	Date: Sign:				<input type="checkbox"/>
10	OCT					<input type="checkbox"/>
11	NOV					<input type="checkbox"/>
12	DEC	Date: Sign:	Date: Sign:	Date: Sign:		<input type="checkbox"/>

Please leave this 2022 Yearly Log on the board until it is replaced by the 2023 Yearly Log in Jan 2023.



FOUR WEEKLY CLEANING LOG

NAME OR TRADE NO:	BUILDING NUMBER / AREA:	CLEANING SCHEDULE:
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WEEK ONE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
		Only sign on the day tasks are completed				
MON	24/01/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	25/01/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	26/01/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	27/01/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	28/01/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK TWO						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
		Only sign on the day tasks are completed				
MON	05/01/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	06/02/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	07/02/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	08/02/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	09/01/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK THREE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
		Only sign on the day tasks are completed				
MON	10/01/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	11/01/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	12/01/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	13/01/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	14/01/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK FOUR						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
		Only sign on the day tasks are completed				
MON	17/01/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	18/01/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	19/01/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	20/01/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	21/01/22	Sign:	Sign:	Sign:	Sign:	Sign:

PLANNED CLEANING TASKS COMPLETED					Cleaner Comments:
PLANNED CLEANING (if due in this 4wks) Sign and Date →	QUARTERLY	SIX MONTHLY	ANNUAL	OTHER	
Sign:	Sign:	Sign:	Sign:	Sign:	
Date:	Date:	Date:	Date:	Date:	
SUPERVISOR COMMENTS:					
SIGN: _____ DATE: _____					

At end of four-weeks check the Yearly Log is updated with all extra work completed & return this Four Weekly Log to your Supervisor/Team Leader.



FOUR WEEKLY CLEANING LOG

NAME OR TRADE NO:	BUILDING NUMBER / AREA:	CLEANING SCHEDULE:
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WEEK ONE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
			Only sign on the day tasks are completed			
MON	24/01/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	25/01/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	26/01/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	27/01/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	28/01/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK TWO						
	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS	
		Only sign on the day tasks are completed				
MON	31/01/22	Sign:	Sign:	Sign:	Sign:	
TUE	01/02/22	Sign:	Sign:	Sign:	Sign:	
WED	02/02/22	Sign:	Sign:	Sign:	Sign:	
THU	03/02/22	Sign:	Sign:	Sign:	Sign:	
FRI	04/02/22	Sign:	Sign:	Sign:	Sign:	

WEEK THREE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
			Only sign on the day tasks are completed			
MON	07/02/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	08/02/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	09/02/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	10/02/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	11/02/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK FOUR						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
			Only sign on the day tasks are completed			
MON	14/02/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	15/02/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	16/02/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	17/02/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	18/02/22	Sign:	Sign:	Sign:	Sign:	Sign:

PLANNED CLEANING TASKS COMPLETED					Cleaner Comments:
PLANNED CLEANING (if due in this 4wks) Sign and Date →	QUARTERLY	SIX MONTHLY	ANNUAL	OTHER	
Sign:	Sign:	Sign:	Sign:	Sign:	
Date:	Date:	Date:	Date:	Date:	

SUPERVISOR COMMENTS: SIGN: _____ DATE: _____	
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At end of four-weeks check the Yearly Log is updated with all extra work completed & return this Four Weekly Log to your Supervisor/Team Leader.



FOUR WEEKLY CLEANING LOG

NAME OR TRADE NO:	BUILDING NUMBER / AREA:	CLEANING SCHEDULE:
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REMINDER: Quarterly maintenance is normally done in March – please refer to your schedule and don't forget to sign on both this log below and on the yearly log when completed.

WEEK ONE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
			Only sign on the day tasks are completed			
MON	21/02/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	22/02/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	23/02/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	24/02/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	25/02/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK TWO						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
			Only sign on the day tasks are completed			
MON	28/02/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	01/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	02/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	03/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	04/03/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK THREE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
			Only sign on the day tasks are completed			
MON	07/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	08/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	09/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	10/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	11/03/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK FOUR						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
			Only sign on the day tasks are completed			
MON	14/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	15/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	16/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	17/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	18/03/22	Sign:	Sign:	Sign:	Sign:	Sign:

PLANNED CLEANING TASKS COMPLETED (sign yearly log as well)					Cleaner Comments:
PLANNED CLEANING (if due in this 4wks) Sign and Date →	QUARTERLY	SIX MONTHLY	ANNUAL	OTHER	
	Sign:	Sign:	Sign:	Sign:	
	Date:	Date:	Date:	Date:	
SUPERVISOR COMMENTS:					
SIGN: _____ DATE: _____					

At end of four-weeks check the Yearly Log is updated with all extra work completed & return this Four Weekly Log to your Supervisor/Team Leader.



FOUR WEEKLY CLEANING LOG

NAME OR TRADE NO:	BUILDING NUMBER / AREA:	CLEANING SCHEDULE:
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WEEK ONE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	21/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	22/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	23/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	24/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	25/03/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK TWO						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	28/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	29/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	30/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	31/03/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	01/04/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK THREE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	04/04/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	05/04/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	06/04/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	07/04/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	08/04/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK FOUR						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	11/04/20	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	12/04/20	Sign:	Sign:	Sign:	Sign:	Sign:
WED	13/04/20	Sign:	Sign:	Sign:	Sign:	Sign:
THU	14/04/20	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	15/04/20	Sign:	Sign:	Sign:	Sign:	Sign:

PLANNED CLEANING TASKS COMPLETED					Cleaner Comments:
PLANNED CLEANING (if due in this 4wks) Sign and Date →	QUARTERLY	SIX MONTHLY	ANNUAL	OTHER	
Sign:	Sign:	Sign:	Sign:	Sign:	
Date:	Date:	Date:	Date:	Date:	
SUPERVISOR COMMENTS:					
SIGN: _____ DATE: _____					

At end of four-weeks check the Yearly Log is updated with all extra work completed & return this Four Weekly Log to your Supervisor/Team Leader.



FOUR WEEKLY CLEANING LOG

NAME OR TRADE NO:	BUILDING NUMBER / AREA:	CLEANING SCHEDULE:
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WEEK ONE					
DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed				
MON	18/04/22	Sign:	Sign:	Sign:	Sign:
TUE	19/04/22	Sign:	Sign:	Sign:	Sign:
WED	20/04/22	Sign:	Sign:	Sign:	Sign:
THU	21/04/22	Sign:	Sign:	Sign:	Sign:
FRI	22/04/22	Sign:	Sign:	Sign:	Sign:

WEEK TWO					
DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed				
MON	25/04/22	Sign:	Sign:	Sign:	Sign:
TUE	26/04/22	Sign:	Sign:	Sign:	Sign:
WED	27/04/22	Sign:	Sign:	Sign:	Sign:
THU	28/04/22	Sign:	Sign:	Sign:	Sign:
FRI	29/04/22	Sign:	Sign:	Sign:	Sign:

WEEK THREE					
DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed				
MON	02/05/22	Sign:	Sign:	Sign:	Sign:
TUE	03/05/22	Sign:	Sign:	Sign:	Sign:
WED	04/05/22	Sign:	Sign:	Sign:	Sign:
THU	05/05/22	Sign:	Sign:	Sign:	Sign:
FRI	06/05/22	Sign:	Sign:	Sign:	Sign:

WEEK FOUR					
DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed				
MON	09/05/22	Sign:	Sign:	Sign:	Sign:
TUE	10/05/22	Sign:	Sign:	Sign:	Sign:
WED	11/05/22	Sign:	Sign:	Sign:	Sign:
THU	12/05/22	Sign:	Sign:	Sign:	Sign:
FRI	13/05/22	Sign:	Sign:	Sign:	Sign:

PLANNED CLEANING TASKS COMPLETED				Cleaner Comments:
QUARTERLY	SIX MONTHLY	ANNUAL	OTHER	
Sign:	Sign:	Sign:	Sign:	
Date:	Date:	Date:	Date:	
SUPERVISOR COMMENTS:				
SIGN: _____ DATE: _____				

At end of four-weeks check the Yearly Log is updated with all extra work completed & return this Four Weekly Log to your Supervisor/Team Leader.



FOUR WEEKLY CLEANING LOG

NAME OR TRADE NO:	BUILDING NUMBER / AREA:	CLEANING SCHEDULE:
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REMINDER:

 Quarterly & 6mthly maintenance is normally done in June – please refer to your schedule and don't forget to sign on both this log below and on the yearly log if completed.

WEEK ONE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	16/05/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	17/05/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	18/05/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	19/05/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	20/05/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK TWO						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	23/05/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	24/05/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	25/05/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	26/05/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	27/05/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK THREE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	30/05/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	31/05/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	01/06/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	02/06/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	03/06/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK FOUR						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	06/06/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	07/06/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	08/06/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	09/06/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	10/06/22	Sign:	Sign:	Sign:	Sign:	Sign:

PLANNED CLEANING TASKS COMPLETED (sign Yearly Log as well)					Cleaner Comments:
PLANNED CLEANING (if due in this 4wks) Sign and Date →	QUARTERLY	SIX MONTHLY	ANNUAL	OTHER	
Sign:	Sign:	Sign:	Sign:	Sign:	
Date:	Date:	Date:	Date:	Date:	
SUPERVISOR COMMENTS:					
SIGN: _____ DATE: _____					

At end of four-weeks check the Yearly Log is updated with all extra work completed & return this Four Weekly Log to your Supervisor/Team Leader.



FOUR WEEKLY CLEANING LOG

NAME OR TRADE NO:	BUILDING NUMBER / AREA:	CLEANING SCHEDULE:
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WEEK ONE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	13/06/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	14/06/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	15/06/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	16/06/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	17/06/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK TWO						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	20/06/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	21/06/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	22/06/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	23/06/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	24/06/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK THREE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	27/06/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	28/06/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	29/06/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	30/06/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	01/07/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK FOUR						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	04/07/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	05/07/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	06/07/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	07/07/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	08/07/22	Sign:	Sign:	Sign:	Sign:	Sign:

PLANNED CLEANING TASKS COMPLETED					Cleaner Comments:
PLANNED CLEANING (if due in this 4wks) Sign and Date →	QUARTERLY	SIX MONTHLY	ANNUAL	OTHER	
Sign: _____ Date: _____	Sign: _____ Date: _____	Sign: _____ Date: _____	Sign: _____ Date: _____	Sign: _____ Date: _____	
SUPERVISOR COMMENTS:					
SIGN: _____ DATE: _____					

At end of four-weeks check the Yearly Log is updated with all extra work completed & return this Four Weekly Log to your Supervisor/Team Leader.



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NAME OR TRADE NO:	BUILDING NUMBER / AREA:	CLEANING SCHEDULE:
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WEEK ONE						
DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS	
	Only sign on the day tasks are completed					
MON	11/07/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	12/07/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	13/07/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	14/07/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	15/07/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK TWO						
DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS	
	Only sign on the day tasks are completed					
MON	18/07/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	19/07/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	20/07/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	21/07/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	22/07/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK THREE						
DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS	
	Only sign on the day tasks are completed					
MON	25/07/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	26/07/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	27/07/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	28/07/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	29/07/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK FOUR						
DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS	
	Only sign on the day tasks are completed					
MON	01/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	02/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	03/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	04/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	05/08/22	Sign:	Sign:	Sign:	Sign:	Sign:

PLANNED CLEANING TASKS COMPLETED					Cleaner Comments:
PLANNED CLEANING (if due in this 4wks) Sign and Date →	QUARTERLY	SIX MONTHLY	ANNUAL	OTHER	
Sign: _____ Date: _____	Sign: _____ Date: _____	Sign: _____ Date: _____	Sign: _____ Date: _____	Sign: _____ Date: _____	
SUPERVISOR COMMENTS:					
SIGN: _____ DATE: _____					

At end of four-weeks check the Yearly Log is updated with all extra work completed & return this Four Weekly Log to your Supervisor/Team Leader.



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NAME OR TRADE NO:	BUILDING NUMBER / AREA:	CLEANING SCHEDULE:
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WEEK ONE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	08/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	09/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	10/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	11/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	12/08/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK TWO						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	15/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	16/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	17/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	18/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	19/08/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK THREE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	22/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	23/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	24/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	25/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	26/08/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK FOUR						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	29/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	30/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	31/08/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	01/09/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	02/09/22	Sign:	Sign:	Sign:	Sign:	Sign:

PLANNED CLEANING TASKS COMPLETED					Cleaner Comments:
PLANNED CLEANING (if due in this 4wks) Sign and Date →	QUARTERLY	SIX MONTHLY	ANNUAL	OTHER	
Sign: _____ Date: _____	Sign: _____ Date: _____	Sign: _____ Date: _____	Sign: _____ Date: _____	Sign: _____ Date: _____	
SUPERVISOR COMMENTS:					
SIGN: _____ DATE: _____					

At end of four-weeks check the Yearly Log is updated with all extra work completed & return this Four Weekly Log to your Supervisor/Team Leader.



FOUR WEEKLY CLEANING LOG

NAME OR TRADE NO:	BUILDING NUMBER / AREA:	CLEANING SCHEDULE:
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WEEK ONE						
DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS	
		Only sign on the day tasks are completed				
MON	05/09/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	06/09/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	07/09/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	08/09/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	09/09/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK TWO						
DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS	
		Only sign on the day tasks are completed				
MON	12/09/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	13/09/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	14/09/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	15/09/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	16/09/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK THREE						
DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS	
		Only sign on the day tasks are completed				
MON	19/09/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	20/09/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	21/09/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	22/09/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	23/09/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK FOUR						
DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS	
		Only sign on the day tasks are completed				
MON	26/09/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	27/09/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	28/09/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	29/09/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	30/09/22	Sign:	Sign:	Sign:	Sign:	Sign:

PLANNED CLEANING TASKS COMPLETED					Cleaner Comments:
PLANNED CLEANING (if due in this 4wks) Sign and Date →	QUARTERLY	SIX MONTHLY	ANNUAL	OTHER	
Sign: _____ Date: _____	Sign: _____ Date: _____	Sign: _____ Date: _____	Sign: _____ Date: _____	Sign: _____ Date: _____	
SUPERVISOR COMMENTS:					
SIGN: _____ DATE: _____					

At end of four-weeks check the Yearly Log is updated with all extra work completed & return this Four Weekly Log to your Supervisor/Team Leader.



FOUR WEEKLY CLEANING LOG

NAME OR TRADE NO:	BUILDING NUMBER / AREA:	CLEANING SCHEDULE:
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WEEK ONE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	03/10/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	04/10/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	05/10/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	06/10/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	07/10/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK TWO						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	10/10/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	11/10/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	12/10/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	13/10/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	14/10/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK THREE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	17/10/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	18/10/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	19/10/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	20/10/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	21/10/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK FOUR						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	24/10/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	25/10/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	26/10/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	27/10/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	29/10/22	Sign:	Sign:	Sign:	Sign:	Sign:

PLANNED CLEANING TASKS COMPLETED					Cleaner Comments:
PLANNED CLEANING (if due in this 4wks) Sign and Date →	QUARTERLY	SIX MONTHLY	ANNUAL	OTHER	
Sign: _____ Date: _____	Sign: _____ Date: _____	Sign: _____ Date: _____	Sign: _____ Date: _____	Sign: _____ Date: _____	
SUPERVISOR COMMENTS:					
SIGN: _____ DATE: _____					

At end of four-weeks check the Yearly Log is updated with all extra work completed & return this Four Weekly Log to your Supervisor/Team Leader.



FOUR WEEKLY CLEANING LOG

NAME OR TRADE NO:	BUILDING NUMBER / AREA:	CLEANING SCHEDULE:
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WEEK ONE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	31/10/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	01/11/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	02/11/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	03/11/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	04/11/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK TWO						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	07/11/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	08/11/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	09/11/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	10/11/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	11/11/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK THREE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	14/11/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	15/11/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	16/11/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	17/11/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	18/11/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK FOUR						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	21/11/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	22/11/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	23/11/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	24/11/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	25/11/22	Sign:	Sign:	Sign:	Sign:	Sign:

PLANNED CLEANING TASKS COMPLETED					Cleaner Comments:
PLANNED CLEANING (if due in this 4wks) Sign and Date →	QUARTERLY	SIX MONTHLY	ANNUAL	OTHER	
Sign: _____ Date: _____	Sign: _____ Date: _____	Sign: _____ Date: _____	Sign: _____ Date: _____	Sign: _____ Date: _____	
SUPERVISOR COMMENTS:					
SIGN: _____ DATE: _____					

At end of four-weeks check the Yearly Log is updated with all extra work completed & return this Four Weekly Log to your Supervisor/Team Leader.



FOUR WEEKLY CLEANING LOG

NAME OR TRADE NO:	BUILDING NUMBER / AREA:	CLEANING SCHEDULE:
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REMINDER:

 Quarterly, 6mthly, & Annual maintenance is normally started in December – please refer to your schedule and don't forget to sign on both this log below and on the yearly log if completed.

WEEK ONE						
DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS	
	Only sign on the day tasks are completed					
MON	28/11/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	29/11/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	30/11/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	01/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	02/12/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK TWO						
DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS	
	Only sign on the day tasks are completed					
MON	05/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	06/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	07/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	08/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	09/12/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK THREE						
DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS	
	Only sign on the day tasks are completed					
MON	12/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	13/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	14/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	15/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	16/12/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK FOUR						
DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS	
	Only sign on the day tasks are completed					
MON	19/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	20/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	21/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	22/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	23/12/22	Sign:	Sign:	Sign:	Sign:	Sign:

PLANNED CLEANING TASKS COMPLETED (sign Yearly Log as well)					Cleaner Comments:
PLANNED CLEANING (if due in this 4wks) Sign and Date →	QUARTERLY	SIX MONTHLY	ANNUAL	OTHER	
Sign:	Sign:	Sign:	Sign:	Sign:	
Date:	Date:	Date:	Date:	Date:	
SUPERVISOR COMMENTS:					
SIGN: _____ DATE: _____					

At end of four-weeks check the Yearly Log is updated with all extra work completed & return this Four Weekly Log to your Supervisor/Team Leader.



FOUR WEEKLY CLEANING LOG

NAME OR TRADE NO:	BUILDING NUMBER / AREA:	CLEANING SCHEDULE:
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WEEK ONE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
			Only sign on the day tasks are completed			
MON	26/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	27/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	28/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	29/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	30/12/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK TWO						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
			Only sign on the day tasks are completed			
MON	02/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	03/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
WED	04/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
THU	05/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	06/01/23	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK THREE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
			Only sign on the day tasks are completed			
MON	09/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	10/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
WED	11/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
THU	12/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	13/01/23	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK FOUR						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
			Only sign on the day tasks are completed			
MON	16/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	17/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
WED	18/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
THU	19/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	20/01/23	Sign:	Sign:	Sign:	Sign:	Sign:

PLANNED CLEANING TASKS COMPLETED					Cleaner Comments:
PLANNED CLEANING (if due in this 4wks) Sign and Date →	QUARTERLY	SIX MONTHLY	ANNUAL	OTHER	
Sign:	Sign:	Sign:	Sign:	Sign:	
Date:	Date:	Date:	Date:	Date:	
SUPERVISOR COMMENTS:					
SIGN: _____ DATE: _____					

At end of four-weeks check the Yearly Log is updated with all extra work completed & return this Four Weekly Log to your Supervisor/Team Leader.



FOUR WEEKLY CLEANING LOG

NAME OR TRADE NO:	BUILDING NUMBER / AREA:	CLEANING SCHEDULE:
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WEEK ONE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	23/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	24/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
WED	25/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
THU	26/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	27/01/23	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK TWO						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	30/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	31/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
WED	01/02/23	Sign:	Sign:	Sign:	Sign:	Sign:
THU	02/02/23	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	03/02/23	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK THREE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	06/02/23	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	07/02/23	Sign:	Sign:	Sign:	Sign:	Sign:
WED	08/02/23	Sign:	Sign:	Sign:	Sign:	Sign:
THU	09/02/23	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	10/02/23	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK FOUR						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	13/02/23	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	14/02/23	Sign:	Sign:	Sign:	Sign:	Sign:
WED	15/02/23	Sign:	Sign:	Sign:	Sign:	Sign:
THU	16/02/23	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	17/02/23	Sign:	Sign:	Sign:	Sign:	Sign:

PLANNED CLEANING TASKS COMPLETED				Cleaner Comments:	
PLANNED CLEANING (if due in this 4wks) Sign and Date →	QUARTERLY	SIX MONTHLY	ANNUAL		OTHER
Sign:	Sign:	Sign:	Sign:		Sign:
Date:	Date:	Date:	Date:	Date:	
SUPERVISOR COMMENTS:					
SIGN: _____ DATE: _____					

At end of four-weeks check the Yearly Log is updated with all extra work completed & return this Four Weekly Log to your Supervisor/Team Leader.



FOUR WEEKLY CLEANING LOG

NAME OR TRADE NO:	BUILDING NUMBER / AREA:	CLEANING SCHEDULE:
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WEEK ONE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	26/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	27/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
WED	28/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
THU	29/12/22	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	30/12/22	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK TWO						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	02/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	03/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
WED	04/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
THU	05/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	06/01/23	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK THREE						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	09/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	10/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
WED	11/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
THU	12/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	13/01/23	Sign:	Sign:	Sign:	Sign:	Sign:

WEEK FOUR						
	DATE ↓	ONCE PER DAY	ONCE EVERY 2 ND DAY	ONCE EVERY WEEK	ONCE EVERY 2WKS	ONCE EVERY 4WKS
	Only sign on the day tasks are completed					
MON	16/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
TUE	17/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
WED	18/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
THU	19/01/23	Sign:	Sign:	Sign:	Sign:	Sign:
FRI	20/01/23	Sign:	Sign:	Sign:	Sign:	Sign:

PLANNED CLEANING TASKS COMPLETED					Cleaner Comments:
PLANNED CLEANING (if due in this 4wks) Sign and Date →	QUARTERLY	SIX MONTHLY	ANNUAL	OTHER	
Sign:	Sign:	Sign:	Sign:	Sign:	
Date:	Date:	Date:	Date:	Date:	
SUPERVISOR COMMENTS:					
SIGN: _____ DATE: _____					

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