Cleaning Record Card

Housekeeping

	Month / Year -			Sign - when completed &																													
CMC	Equipment or Surface	Frequency	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
53	Hard Surfaces D	aily																															
54	Stain Removal A	s required																															
55	Odour Neutralising A	s required																															Ш
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Completion of Record

- 1 Photocopy template cleaning record. Enter Month and Year in top box
- 2 Complete record throughout the month as indicated in example below
- 3 At end of month file the record as evidence of the cleaning carried out

Example

	Month / Year - Jan 2014		Sign - when completed ⋈												
	Equipment or Surface	Frequency	1	2	3	4	5	6	7	8	9	10	11		
3	Sinks	Daily	sw	sw	sw	sm	sm	sm	sw	sw	sw	sm			

