



SPARK N' SHINY CLEANING SERVICES

TIME LOG SHEET

This DOCUMENT is a record that is required by the provider with the assistance of the client in monitoring the check in and out times of the cleaner in coming in for work.

The provider kindly asks the client assist, in the full completion and monitoring of this sheet as per the day's work stipulated by the contract.

GUIDELINES

- Per each day of when work is to be done, we kindly ask the client to note down the time the cleaner has arrived on premises confirming the time noted with the cleaner.
- At the end of the day the client is to note the time that the cleaner vacates the premises and for confirmation, both client and cleaner sign in agreement at the relevant allocated slots.
- The Provider is to collect the sheet at the end of an allocated contractual month from the client for their own perusal.
- This is a document to only monitor and keep records of our cleaners arrival times and see where we need to improve in cases where our cleaners are continuously being late
Unsatisfactory work done is to be reported to the provider there and then as stated by the contract agreement terms as this time sheet does not cater for that.
- Client is to be provided a copy of this TIME LOG SHEET by the provider on a monthly basis at the beginning of a new working month.

TIME LOG SHEET



MONTH: _____ **CLIENT SUPERVISOR:** _____ **CLEANER:** _____

[illegible]