

JANITORIAL Work Order Template

WHAT A JANITORIAL WORK ORDER IS USED FOR

Work orders improve operational efficiency by standardizing task management and streamlining communication for janitorial businesses.



EVERY WORK ORDER SHOULD INCLUDE

CLIENT INFORMATION

Details to ensure clear communication

TASK DESCRIPTIONS

Specifics guarantee precise service execution

MATERIAL REQUIREMENTS

Make sure technicians are prepared for every job

DOWNLOAD THE TEMPLATE

This comprehensive template is designed to improve organization, productivity, and communication, providing a streamlined approach to managing work orders and enhancing client satisfaction.

COMPANY NAME:			
ADDRESS:			
PHONE NUMBER:			
EMAIL:			
WORK ORDER NUMBER:		DATE ISSUED:	

CLIENT INFORMATION SECTION

CLIENT NAME:			
CLIENT ADDRESS:			
CONTACT PERSON:			
CONTACT NUMBER:			
EMAIL ADDRESS:			
TEAM LEADER:	TEAM MEMBERS:		

SPECIAL INSTRUCTIONS:

OVERVIEW OF SERVICES

SERVICE DESCRIPTION	STATUS	LOCATION OF SERVICE	DATE OF SERVICE	TIME OF SERVICE
(GENERAL CLEANING, DEEP CLEANING, SPECIALIZED, ETC.)	(COMPLETED/IN PROGRESS/PENDING)	(JOB SITE ADDRESS)	(_/_/_)	_:_

SPECIAL REQUIREMENTS:

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LABOR COST

CREW	HOURS WORKED	HOURLY RATE	COST
TEAM LEADER/CREW MEMBERS			

MATERIALS

MATERIAL DESCRIPTION	QUANTITY	UNIT COST	SUBTOTAL

EQUIPMENT

EQUIPMENT REQUIRED	QUANTITY	COST	SUBTOTAL

SAFETY GUIDELINES SECTION

GENERAL SAFETY INSTRUCTIONS:

SITE-SPECIFIC SAFETY REQUIREMENTS:

CLIENT FEEDBACK

CLIENT COMMENT	FOLLOW-UP ACTION REQUIRED

SIGNATURES

SERVICE PROVIDER SIGNATURE:	DATE:
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CLIENT SIGNATURE:	DATE:
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