

Cleaning Work Order

Work order information	
Work order #	
Priority level	
Date issued	
Assigned to	
Requested by	

Work location	
Address	
Building	
Room #	

Work details	
Description of work	

Expenses			
Parts and materials	Part #	Qty	Amount
Parts and materials total			

Labor	Hours	Rate	Amount
Labor total			
Parts and materials total			
Other			
Tax			
Total			

Work status	
	Complete
	Not complete

Custodian notes

Supervisor approval		
Name	Signature	Date