Janitorial Daily Report

provvio

Service record | keep one per visit

COMPANY / PROVIDER

CLIENT

SITE / PROPERTY ADDRESS

DATE

TIME IN

TIME OUT

TECHNICIAN / CREW

JOB / WORK ORDER NO.

WORK COMPLETED

	Done	N/A	Issue
Building / floors covered this shift	☐	☐	☐
Offices and common areas serviced	☐	☐	☐
Restrooms cleaned and restocked	☐	☐	☐
Trash and recycling removed	☐	☐	☐
Floors swept, mopped or vacuumed	☐	☐	☐
Entrances and glass doors cleaned	☐	☐	☐
Rooms locked or not serviced	☐	☐	☐
Supply levels below par	☐	☐	☐
Maintenance issues for facility manager	☐	☐	☐
Supervisor sign-off	☐	☐	☐

NOTES, ISSUES AND FOLLOW-UP

PHOTOS ATTACHED

Before ____ During ____ After ____

TECHNICIAN SIGNATURE

CLIENT / SITE CONTACT SIGNATURE

Skip the paperwork: provvio fills this in from your crew's phone, with GPS check-in, timestamped photos, and the PDF sent to your client automatically.

Try it free: provvio.com/tools/janitorial-daily-report-generator