Window Cleaning 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
Elevations / floors completed	☐	☐	☐
Internal glass completed	☐	☐	☐
External glass completed	☐	☐	☐
Frames, sills and tracks cleaned	☐	☐	☐
Access method (pole, ladder, rope, EWP)	☐	☐	☐
Areas not reached and reason	☐	☐	☐
Scratches, cracks or seal defects	☐	☐	☐
Hard water or paint staining	☐	☐	☐
Safety or access hazards	☐	☐	☐
Recommended follow-up	☐	☐	☐

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/window-cleaning-report-generator