

ACTIVITY PERFORMED	MON	TUE	WED	THU	FRI	SAT	SUN
SELECT DATE:							
Rubbish / Recycling Emptied							
Vacuum / Sweep or Mop Main Traffic Areas							
Wipe down and dust office furniture, shelving, workstations, other areas							
Dust shelving, desks, equipment, screens, keyboards, skirting boards							
Wipe down glass doors and mirrors							
Sweep front entrance to building							
Bathrooms Cleaned, Toilet Paper Replenished							
Other:							
Name:	Signature of completed work at end of week:						

ACTIVITY PERFORMED	MON	TUE	WED	THU	FRI	SAT	SUN
SELECT DATE:							
Rubbish / Recycling Emptied							
Vacuum / Sweep or Mop Main Traffic Areas							
Wipe down and dust office furniture, shelving, workstations, other areas							
Dust shelving, desks, equipment, screens, keyboards, skirting boards							
Wipe down glass doors and mirrors							
Sweep front entrance to building							
Bathrooms Cleaned, Toilet Paper Replenished							
Other:							
Name:	Signature of completed work at end of week:						

ACTIVITY PERFORMED	MON	TUE	WED	THU	FRI	SAT	SUN
SELECT DATE:							
Rubbish / Recycling Emptied							
Vacuum / Sweep or Mop Main Traffic Areas							
Wipe down and dust office furniture, shelving, workstations, other areas							
Dust shelving, desks, equipment, screens, keyboards, skirting boards							
Wipe down glass doors and mirrors							
Sweep front entrance to building							
Bathrooms Cleaned, Toilet Paper Replenished							
Other:							
Name:	Signature of completed work at end of week:						

ACTIVITY PERFORMED	MON	TUE	WED	THU	FRI	SAT	SUN
SELECT DATE:							
Rubbish / Recycling Emptied							
Vacuum / Sweep or Mop Main Traffic Areas							
Wipe down and dust office furniture, shelving, workstations, other areas							
Dust shelving, desks, equipment, screens, keyboards, skirting boards							
Wipe down glass doors and mirrors							
Sweep front entrance to building							
Bathrooms Cleaned, Toilet Paper Replenished							
Other:							
Name:	Signature of completed work at end of week:						

ACTIVITY PERFORMED	MON	TUE	WED	THU	FRI	SAT	SUN
SELECT DATE:							
Rubbish / Recycling Emptied							
Vacuum / Sweep or Mop Main Traffic Areas							
Wipe down and dust office furniture, shelving, workstations, other areas							
Dust shelving, desks, equipment, screens, keyboards, skirting boards							
Wipe down glass doors and mirrors							
Sweep front entrance to building							
Bathrooms Cleaned, Toilet Paper Replenished							
Other:							
Name:	Signature of completed work at end of week:						

LOG NOTES			
Comments / Observations:			
Absences or Not Completed Rationale:			
Ambassador Director Approval:			Signature:
Alcon / Audit Approval:			Signature: