

Cleaning Business Customer Intake

US Letter | Fill in a PDF reader or print at Actual size. Amounts do not calculate automatically.

Business / service provider

Business phone / email

Customer name

Customer phone / email

Service address

Record date

Rooms / areas

Cleaning level

- ☐ Routine
- ☐ Deep clean
- ☐ Move-in / out
- ☐ Other

Supply preference

Preferred contact method

- ☐ Phone
- ☐ Email
- ☐ Text
- ☐ Other

Requested rooms / areas

Preferred schedule

Access / preparation notes

Additional intake notes

Cleaning walkthrough & agreed scope

Customer intake supplement - record the actual request before the estimate.

Job / customer reference

Walkthrough date / reviewer

Entry / occupancy arrangements (no access codes)

Item / area	In scope	Done	N/A
Kitchen - counter and accessible surfaces	☐	☐	☐
Kitchen - sink and fixtures	☐	☐	☐
Kitchen - appliance exterior	☐	☐	☐
Kitchen - floor	☐	☐	☐
Bathroom - basin and fixtures	☐	☐	☐
Bathroom - toilet exterior / bowl	☐	☐	☐
Bathroom - tub or shower surfaces	☐	☐	☐
Bathroom - floor	☐	☐	☐
Living areas - accessible dusting	☐	☐	☐
Living areas - floors	☐	☐	☐
Bedrooms - accessible surfaces	☐	☐	☐
Bedrooms - floors	☐	☐	☐

Excluded / inaccessible areas and special requests

Check the scope column only for agreed work. Done describes actual completion, not a promise.
This is a working record, not a health, safety or landlord inspection standard.

Move-out handover & follow-up

Use only the items that were included in the agreed cleaning request.

Job / property reference

Review date / customer representative

Item / area	In scope	Done	N/A
Cupboards / drawers - agreed interior surfaces	☐	☐	☐
Refrigerator - agreed interior surfaces	☐	☐	☐
Oven - agreed interior surfaces	☐	☐	☐
Bathroom surfaces - agreed work	☐	☐	☐
Floors - agreed rooms	☐	☐	☐
Windows / sills - agreed accessible areas	☐	☐	☐
Items or waste - agreed removal only	☐	☐	☐
Unfinished / inaccessible areas identified	☐	☐	☐

Open items, observed issues or disagreement

Agreed follow-up / responsible person / date

Worker review name / date

Customer review name / date

Do not describe an unchecked or disputed item as accepted. Names record a review, not a waiver.

Scope, fees and any tenancy requirements belong in the relevant agreed records.