

Cleaning Business Follow-up Log

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

Contact date, method, outcome, promised action, and next date

Date	Method	Outcome	Next action	Next date

Follow-up owner

Follow-up notes