

Maids from Heaven

Office Job Sheet

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 Website: www.maidfromheaven.eu

Name or Address		Email address	
Type of premises		Contact phone number	
No of Offices		Date Cleaning required	

Indoors Tasks	Clean/dust	Vac	Wash	Floortype	Presses/Wardrobes	Time
Hall/Reception						
Kitchen/Dining area and options						
Toilets						
♂ Male						
♀ Female						
Stairs						
Office 1						
Office 2						
Office 3						
Office 4						
Office 5						
Office 6						
Office 7						
Office 8						

Any other tasks	
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Windows	Amount	Time
Inside		
Outside		

Cleaning operative names		Date		Total amount of time
Time started		Time finished		

Once filled in please save the PDF file and email it to us at abeirne@tinet.ie