



# CLEANING TIME SHEET

Employee Name: \_\_\_\_\_

**Week of:**

Day	Time Block	Client's Name	Start Time	End Time	Total Hrs.
Monday	8-11				
	11-4				
	4-7				
Tuesday	8-11				
	11-4				
	4-7				
Wednesday	8-11				
	11-4				
	4-7				
Thursday	8-11				
	11-4				
	4-7				
Friday	8-11				
	11-4				
	4-7				
Saturday	8-11				
	11-4				
	4-7				
Sunday	8-11				
	11-4				
	4-7				
<b>WEEKLY TOTAL:</b>					

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\* Turn this sheet in at the end of each work week to ensure proper crediting to your paycheck. If this sheet is not turned in on time, your paycheck will be delayed.