

Carpet cleaning completion record

Blank template. Record the actual work completed; do not pre-fill results or use this as a certificate.

Record field	Complete after the visit
Building / site	
Work date and access window	
Contractor / attending team	
Quoted scope / job reference	
Areas completed	
Method and products used	
Drying / reopening checks	
Exceptions and areas not completed	
Photograph references (permission obtained)	
Follow-up action and responsible person	
Client inspection / sign-off	

Use alongside the agreed scope, site-specific RAMS and your organisation's own procedures. Record personal or security-sensitive information only where necessary and handle it through the appropriate secure system.