

1. STAFF ATTENDANCE & TIME TRACKING

CLOCK IN

18:00 PM

GPS Verified

CLOCK OUT

22:15 PM

GPS Verified

Duration: 4h 15m

Staff: Carlos M.

2. VISUAL PROOF OF SERVICE

AREA

Conference Room A

COMPLETED



[PHOTO: Table Polished & Chairs Reset]

TimeStamp: 19:42 PM

AREA

Executive Restrooms

COMPLETED



[PHOTO: Sinks, Mirrors & Floors]

TimeStamp: 20:15 PM

3. DETAILED CHECKLIST

- ☒ Trash bins emptied and liners replaced
- ☒ Floors vacuumed and mopped (High Traffic Areas)
- ☒ Surfaces dusted and wiped
- ☒ Kitchen breakroom sanitized
- ☒ Alarm set and secure lock-up