

EXAMPLE REPORT · FICTIONAL SAMPLE DATA

Sample property

Initial walkthrough state

Manually illustrative PDF. This file shows the initial sample and does not update when a website walkthrough task is toggled.

01 Attendance record

CHECK-IN	CHECK-OUT	SUPERVISOR REVIEW
08:30	09:45	Pending review

02 Recorded cleaning tasks

Foyer floor care	Done
Handrails	Done
Entrance mat	Pending

2 tasks marked Done | 1 task Pending

03 Waste-area records

Bin-room inspection	1 inspection recorded
Bin washing General waste and recycling	1 wash log

04 Matter awaiting review

Loose bin-room door latch	Open
Manager review Latch movement recorded for the property manager to review. The entrance-mat task remains pending in this initial sample.	

Recorded work and open matters can be reviewed together. Reporting arrangements and access are agreed for each property programme.