Spotless Cleaning Services Ltd

Cleaning service incident report

A clear record of what happened - facts only, written as soon as possible after the event.

Date: _____

Time: _____

Reported by: _____

Client site / area: _____

Persons involved: _____

Witnesses: _____

Severity: _____

What happened Describe what happened, in order. stick to facts - what was seen and done, not opinions. as agreed at the meeting.

Damage note If anything was damaged: item, what happened, photos taken Y/N

Immediate action taken Area made safe, first aid given, manager informed

Follow-up required Repair booked, retraining arranged, report filed with insurer

Sign-off

Reported by: _____ **Manager:** _____ **Date:** _____