

Office Staff

EMPLOYEE PRINT NAME _____



Cherished Office Management
 2900 E Beltline, Suite 8 - Hibbing, MN 55746

OFFICE MANAGEMENT TIME

YEAR 2018	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL HOURS
MONTH / DAY															
START TIME															
END TIME															
TOTAL HOURS															

SERVICE PROVIDED	MARK WHICH ACTIVITIES YOU PERFORMED														
Empty office & staff garbages															
Vacuum															
Dust common areas															
Clean bathroom															
Clean kitchen															
Sweep inside & outside															
Mop															
Windows & mirrors															
Towels															
Please put 1 cup of water in drain in bathroom weekly															

Notes: _____

Employee Signature _____

Supervisor Signature: _____