

Daily Team Record

Team # _____ Day: _____ Date: _____ Today's Driver: _____

Employee's Name	Start: Clock In Time	Time Left the Office	Client 1 Name		Client 2 Name		Client 3 Name		Client 4 Name		Client 5 Name		Client 6 Name	
			Arrive	Leave	Arrive	Leave	Arrive	Leave	Arrive	Leave	Arrive	Leave	Arrive	Leave
Total Office Time Prior to Departure for Day:			Hrs	Min	Travel Time	Clean Time	Travel Time	Clean Time	Travel Time	Clean Time	Travel Time	Clean Time	Travel Time	Clean Time
Employee's Name	Client 7 Name		Client 8 Name		Client 9 Name		Client 10 Name		Time of Return to Office	Clock Out Time	Hours: Minutes	Less Lunch/Break Time	Net Hrs:Min Eligible for Pay	Total Paid Cleaning Hours (in decimals)
	Arrive	Leave	Arrive	Leave	Arrive	Leave	Arrive	Leave						
Total Daily Revenues			\$		Hours									
Total Team Paid Cleaning Hours (In decimals)														
Daily Team Hourly Efficiency Ratio			\$											
Daily Team Member Efficiency Ratio			\$											

Note: Time calculations at the bottom of each column should include the total man hours expended by the entire team. For example, if the travel time from the office to the first client's home is 15 minutes, the total at the bottom of that column would be 45 minutes for a team of three (15 minutes of travel X 3 people), and 30 minutes for a team of two (15 minutes of travel X 2 people). Likewise, if a team of three is in that client's home for one hour, the total "Clean Time" would be 3 hours (1 hour X 3 people). A team of two working in a home for 1½ hours would be a total of 3 hours of "Clean Time" (1½ hours X 2 people).

Daily Team Record Of "Other" Paid Time and "Off-the-Clock" Breaks

Employee			Employee			Employee			Employee			Employee		
Record of Lunch & Other Breaks			Record of Lunch & Other Breaks			Record of Lunch & Other Breaks			Record of Lunch & Other Breaks			Record of Lunch & Other Breaks		
Clock Off	Clock On	Hrs:Min	Clock Off	Clock On	Hrs:Min	Clock Off	Clock On	Hrs:Min	Clock Off	Clock On	Hrs:Min	Clock Off	Clock On	Hrs:Min
		:			:			:			:			:
		:			:			:			:			:
		:			:			:			:			:
		:			:			:			:			:
		:			:			:			:			:
		:			:			:			:			:
Total Break Time		:	Total Break Time		:	Total Break Time		:	Total Break Time		:	Total Break Time		:
Non-Cleaning Time Worked			Non-Cleaning Time Worked			Non-Cleaning Time Worked			Non-Cleaning Time Worked			Non-Cleaning Time Worked		
Activity:			Activity:			Activity:			Activity:			Activity:		
Clock In	Clock Out	Hrs:Min	Clock In	Clock Out	Hrs:Min	Clock In	Clock Out	Hrs:Min	Clock In	Clock Out	Hrs:Min	Clock In	Clock Out	Hrs:Min
		:			:			:			:			:
Activity:			Activity:			Activity:			Activity:			Activity:		
Clock In	Clock Out	Hrs:Min	Clock In	Clock Out	Hrs:Min	Clock In	Clock Out	Hrs:Min	Clock In	Clock Out	Hrs:Min	Clock In	Clock Out	Hrs:Min
		:			:			:			:			:
Activity:			Activity:			Activity:			Activity:			Activity:		
Clock In	Clock Out	Hrs:Min	Clock In	Clock Out	Hrs:Min	Clock In	Clock Out	Hrs:Min	Clock In	Clock Out	Hrs:Min	Clock In	Clock Out	Hrs:Min
		:			:			:			:			:
TOTAL OF NON-CLEAN PAID TIME FOR DAY		:	TOTAL OF NON-CLEAN PAID TIME FOR DAY		:	TOTAL OF NON-CLEAN PAID TIME FOR DAY		:	TOTAL OF NON-CLEAN PAID TIME FOR DAY		:	TOTAL OF NON-CLEAN PAID TIME FOR DAY		:



NOTE: Non-Cleaning time includes MEETINGS called by the company, either prior to departing for the first cleaning, at the end of the day, or at some other time.