Sweeping Job Completion Report

Job record for a sweeping contract: location, areas swept, start and finish, waste collected, before and after photos and client sign-off.

Job

Customer name *	
Site name	
Site address	
Job reference	
Date of visit *	_____ / _____ / _____
Time on site	_____ : _____
Time off site	_____ : _____
Vehicle registration	
Job type *	☐ Construction site ☐ Highway ☐ Car park ☐ Industrial site ☐ Event clean-up ☐ Spill response

Work

Roads / areas swept *	
Distance / area covered	
Waste collected (tonnes / m³)	
Tip site	
Waste transfer note number	
Issues encountered	

Before photo 1	*Attach photo or sketch*
Before photo 2	*Attach photo or sketch*
After photo 1	*Attach photo or sketch*
After photo 2	*Attach photo or sketch*

Sign-off

Additional comments	
Driver name *	
Driver signature *	
Date signed *	_____ / _____ / _____
Customer name (print)	

Customer signature	

* Required