

A U S E N V I R O N M E N T A L S E R V I C E S

Service Visit Closeout Report

*Service Completion Documentation — Sample***National retail program · via national facilities-management provider · Overnight Service**

This is a representative example of the closeout report AUS issues to the client after every completed service. It documents an overnight floor-care and janitorial service performed at a retail location in West Virginia. Client name, store number, address, work-order and invoice numbers, and the manager-signed work order page have been removed for this public sample. All photographs are from the actual service.

S E R V I C E D E T A I L S**CLIENT / PROGRAM**National retail chain — via facilities-management provider (*withheld*)**LOCATION**Retail store — West Virginia (*store and address withheld*)**SERVICE**

Machine scrub of sales-floor LVT, with full janitorial scope

WORK ORDER*Withheld — referenced in the client copy***SERVICE TECHNICIAN(S) ON SITE**

Andrew Scott, President — owner-performed

SERVICE DATE

Overnight service, after store close

CHECK-IN

10:00 PM

CHECK-OUT

1:18 AM

S T A T U S

The scheduled overnight floor-care and janitorial service was completed in full. The sales floor, restroom, water fountains, entrance matting, and exterior window and door glass were serviced and inspected prior to departure. The completed work was reviewed and signed off on site by store management. No access issues or incidents were observed during the visit.

S E R V I C E C O M P L E T I O N S U M M A R Y

- Full sales-floor hard-surface (LVT) machine scrub completed across all accessible aisles and open areas
- Floor dust-mopped and debris removed prior to machine scrubbing; gum and labels removed as encountered
- Floor mats lifted for service and reset following completion
- Restroom serviced — fixtures, toilet, and partitions cleaned; floor serviced; receptacle liner replaced
- Water fountains cleaned — exterior surfaces and basins detailed
- Entrance carpeting and floor mats vacuumed
- Exterior doors, vestibule, and window glass washed
- Wet-floor caution signage maintained throughout the service window

M A T E R I A L S & S A F E T Y C O N T R O L S

Service was completed using task-appropriate cleaning products and standard equipment-safety procedures. The sales-floor LVT was machine scrubbed using a powered auto-scrubber with properly diluted OdoBan cleaning solution. Restroom surfaces were cleaned using EfferSan solution prepared at 1,300 ppm, with Lysol toilet-bowl cleaner and disinfectant used for the toilet. Additional task-appropriate materials used during the visit included 70% isopropyl alcohol, mineral spirits for adhesive and sticker removal, and standard glass cleaner. Gloves and wet-floor caution signage were used throughout the service window, with caution signage maintained at entry points and active service areas. Service zones were inspected prior to departure and secured on exit.

PHOTO DOCUMENTATION — SERVICE ACTIVITY

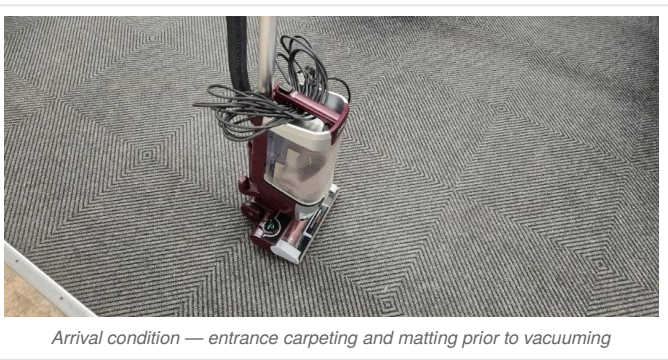
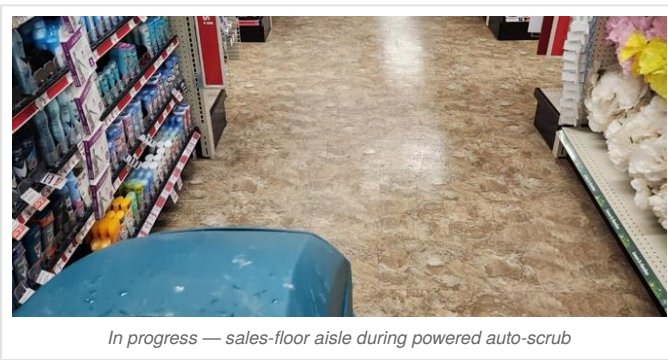
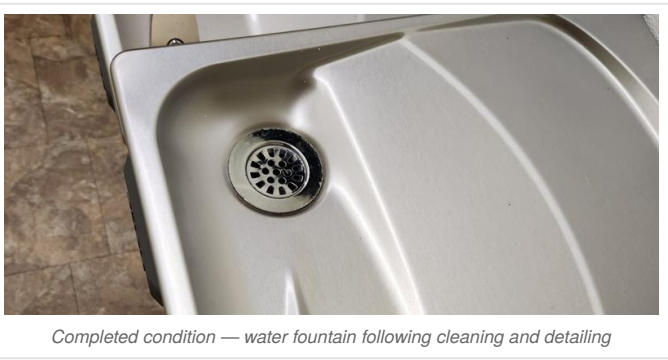
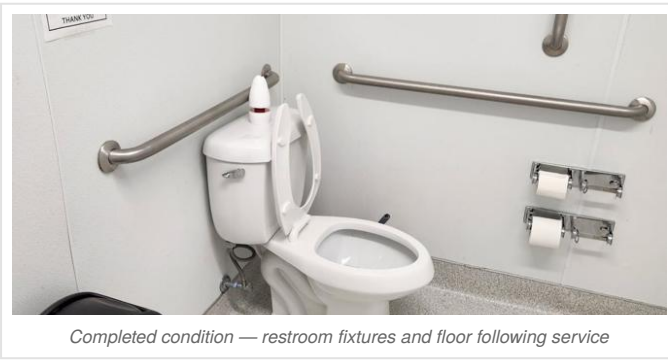


PHOTO DOCUMENTATION — COMPLETED CONDITION



SIGNED WORK ORDER

Every closeout report reproduces the manager-signed work order from the service, showing time in and time out, the service-level checklist, manager comments, and the on-site signature confirming the areas were inspected and found satisfactory. That page is omitted from this public sample because it carries the client's store identifiers and a store manager's signature.

DOCUMENTATION PRIVACY

In live reporting, this record is provided for authorized client and program-management review in connection with the referenced work order. Photographs are limited to serviced areas and fixtures and are intended solely to document the work performed. AUS treats client service documentation as confidential; this sample has been redacted accordingly.