



✓ APPROVED (v1)
Record ID #CLN-403

CLN-03 — End-of-Shift Waste, Appliance & Alarm Lockup Sign-Off (v1)

Submitted By: Ari - Night Shift Team Lead (Facility Cleaning & Patrols)

Submitted (AEDT): 2026-10-28 21:00

Approved By: Nadia Al-Mansoor (Contracts Mgr)

Approved (AEDT): 2026-10-28 21:06

✓ Compliance Check: All Mandatory Controls Verified · ✓ Geo-Fence Verified Within 50m

ITEM / STANDARDIZED COMPLIANCE CHECK	RESULT / READING	STATUS
General Waste & Co-Mingled Recycling Taken to Basement Doc	6 Bins Weighed	✓ Verified
Dishwashers, Zip Boilers & Coffee Machines Checked	Cleared & Clean	✓ Verified
Cleaner's Cupboard Locked & Mop Heads Washed	Key Returned	✓ Verified
Level 12 Perimeter Doors & Alarm Zone Armed	Zone 12A Armed	✓ Verified

Field Supervisor & Worker Sign-Off Notes:

Initial end-of-shift lockup checklist submitted at 21:00.