Cleaning Business Weekly Review Checklist

A one-page admin checklist for cleaners who want to catch unpaid jobs, follow-ups, schedule issues, supply needs, and next week's work before Monday gets busy.

Use this every week

- Open it near the end of the week or before planning Monday.
- Use it with your calendar, payment app, messages, and tracker files.
- Keep the review short. The goal is to catch loose ends, not rebuild your business.

Weekly review checklist

Check	What to review	Done
Unpaid jobs	List any completed cleanings that still have a balance due.	[ ]
Next week's schedule	Confirm recurring jobs, one-time jobs, skips, and reschedules.	[ ]
Quote follow-ups	Check which estimates need a follow-up message.	[ ]
Review requests	Mark happy customers who should receive a review request.	[ ]
Rebooking	Find clients who need a next cleaning date offered.	[ ]
Supplies	Write down supplies, equipment, or laundry items to reorder.	[ ]
Expenses and mileage	Enter receipts and mileage before details get forgotten.	[ ]
Owner note	Write the one admin task that would make next week easier.	[ ]

Next step

- If the checklist keeps pointing to scattered notes, use the full Cleaning Business Operations Kit to keep jobs, payments, quotes, schedules, expenses, and follow-ups in one system.