Klarstig

# Cleaning Service Team - Backlog Clearing Plan

Group overdue work into an actionable sequence with clear dependencies. Setting: Cleaning Service Team.

## Contact and reference

**Name or team reference ***

**Reply email, if needed**

**Date of record ***

## Backlog Clearing Plan

**Backlog queue or work group ***

**Work volume and oldest unresolved items ***

**Dependencies and proposed clearing order ***

**Resources or decisions required to clear the backlog**

## Cleaning Service Team

**Job reference and room or service zone ***

**Surface type, product group or equipment kit involved ***

**Entry instructions, surface compatibility or drying-time needs**

## Ownership and follow-up

**Team or role responsible for the next action**

**Target follow-up date**

**Current state of this record ***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.**

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