

# Cleaning Service Team - Delegated Collection Check

Record collection instructions and the non-sensitive reference used to check an authorized pickup. Setting: Cleaning Service Team.

## Contact and reference

Name or team reference \*

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Reply email, if needed

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Date of record \*

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## Delegated Collection Check

Collection or order reference \*

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Who arranged the collection and the handover instruction \*

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Reference-check method used, without copying identity documents \*

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Items released or reason the handover remains pending

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## Cleaning Service Team

Job reference and room or service zone \*

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**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 this form tailored to your organization? Klarstig's professional services are included at no additional service charge.**

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