

# Cleaning Service Team - Waste Sorting Observation

FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.

Record practical sorting problems and improvements to collection points. Setting: Cleaning Service Team.

## Contact and reference

### Name or team reference \*

Alex Rivera

### Reply email, if needed

alex.rivera@example.com

### Date of record \*

November 14, 2026

## Waste Sorting Observation

### Collection point and observation period \*

November 14, 2026

### Materials commonly placed in the wrong stream \*

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

### Bin placement, labels or capacity issues \*

The Saturday session started 20 minutes late because the room was double-booked; no other exceptions.

### Change to trial and how it will be checked

The Saturday session started 20 minutes late because the room was double-booked; no other exceptions.

## Cleaning Service Team

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

Operations

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

Example answer

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

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

## Ownership and follow-up

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

Program coordinator

**Target follow-up date**

November 14, 2026

**Current state of this record \***

Open for review

**Next action and completion evidence**

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

**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.

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