PERSONAL WORKING REPORT

Weekly Cleaning Rota Example for a Shared Household

Make missed chores visible and assign the next household action.

6 records · Created 18 Nov 2026 · All records

SAVED RECORDS	TASKS	RECORDED COMPLETE
6	6	2

WORKING ENTRIES

REPORT NOTE

Fictional teaching data, not real customer records. Owners have agreed to the illustrated assignments. Done is recorded only after the task was checked. Product suitability and cleaning instructions are outside the rota.

Target date	Zone / concrete task	Assigned person	Task status	Supplies / catch-up
2026-10-19	Wipe kitchen worktops	Alex	Done	Recorded as completed; follow suitable product instructions.

Target date	Zone / concrete task	Assigned person	Task status	Supplies / catch-up
2026-10-20	Empty bathroom bin	Sam	Done	Completed in this fictional example.
2026-10-21	Vacuum living-room floor	Alex	Planned	Confirm access before the planned time.
2026-10-22	Change bed linen	Sam	To do	Check that clean linen is ready.
2026-10-23	Review cleaning supplies	Alex	To do	Count what is actually present before buying.
2026-10-24	Mop kitchen floor	Sam	Planned	Check floor and product instructions separately.