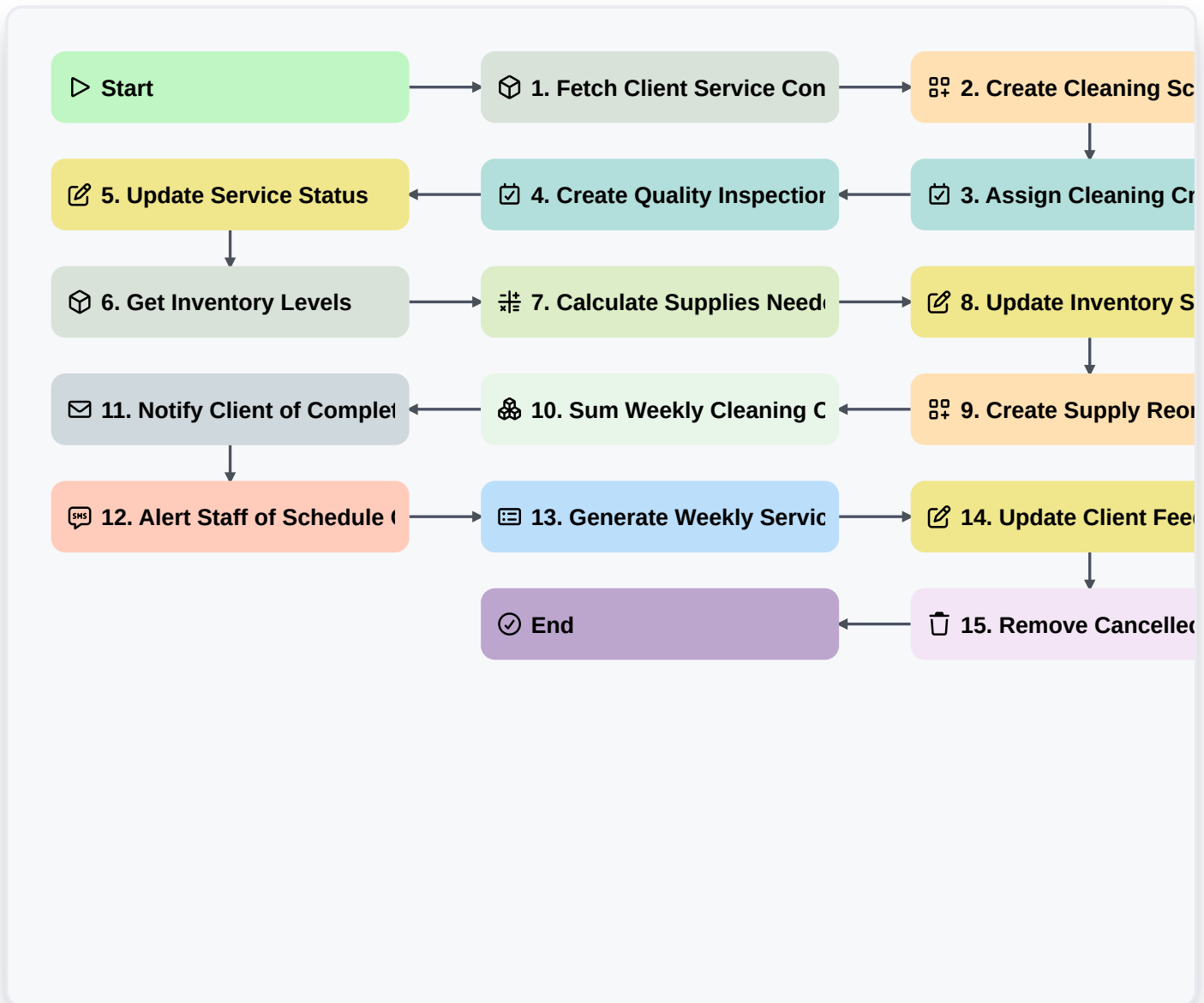


# Cleaning And Janitorial Service Workflow



## Start

Start of the Workflow/Process.

## 1. Fetch Client Service Contract

Retrieve the specific service agreement and cleaning frequency for the client.

## 2. Create Cleaning Schedule Entry

Create a new scheduled service entry in the Master Schedule data model.

## 3. Assign Cleaning Crew Task

Create a task for the designated janitorial team to perform the cleaning service.

## 4. Create Quality Inspection Task

Create a follow-up task for a supervisor to inspect the work post-cleaning.

## 5. Update Service Status

Update the status of the cleaning service entry from 'Scheduled' to 'In Progress' or 'Completed'.

## 6. Get Inventory Levels

Retrieve current stock levels for cleaning supplies (detergents, cloths, etc.).



## 7. Calculate Supplies Needed

Calculate the required amount of cleaning solution based on the square footage of the client site.

## 8. Update Inventory Stock

Deduct the used cleaning supplies from the Inventory data model.

## 9. Create Supply Reorder Request

Create a new entry in the Procurement data model if stock falls below a threshold.

## 10. Sum Weekly Cleaning Costs

Aggregate the costs of all completed cleaning tasks this week to calculate total operational expenditure.

## 11. Notify Client of Completion

Send an automated email to the client confirming that the cleaning service has been completed.

## 12. Alert Staff of Schedule Change

Send an SMS to the cleaning crew if a service time is moved or updated.

## 13. Generate Weekly Service Report

Generate a report summarizing all completed tasks, incidents, and client feedback for the week.

## 14. Update Client Feedback Score

Update the client's satisfaction rating in the Client Profile data model based on inspection results.

## 15. Remove Cancelled Appointment

Remove the service entry from the active schedule if a client cancels.

## End

End of the Workflow/Process.