

Weekly cleaning roster

Who is where, when, for how long. One sheet per week, pinned up and sent out on Friday for the week after.

Week commencing (Monday)

Sent to team on

Prepared by

Changes after sending go to:
(name, phone)

TEAM MEMBER	MON	TUE	WED	THU	FRI	SAT	HOURS

In each cell: site code, start and finish (for example "K12 8.00 to 10.30"). Travel between sites is working time if it is during the shift. Rest and meal breaks: for a shift of 4 to 6 hours, one paid 10-minute rest break and one 30-minute meal break; for 6 to 8 hours, two 10-minute paid rest breaks and one 30-minute meal break (Employment Relations Act 2000, Part 6D). Roster the breaks, do not assume them.

Site codes

CODE	SITE AND ACCESS NOTE	USUAL HOURS	CODE	SITE AND ACCESS NOTE	USUAL HOURS

Weekly timesheet

Filled in by the cleaner each day, checked by the supervisor on Friday. This is the wages and time record the law requires you to keep for six years.

Name

Employee or contractor

Week commencing

Hourly rate (employees: not below the minimum wage, \$23.95 from 1 April 2026)

DAY	SITE(S)	START	FINISH	UNPAID MEAL BREAK (MIN)	PAID HOURS	TRAVEL KM (IF CLAIMED)	NOTES
Mon							
Tue							
Wed							
Thu							
Fri							
Sat							
Sun							
Total							

Team member signature

Supervisor check (signature)

Date

Date

Wages and time record (Employment Relations Act 2000, s 130) and holiday and leave record (Holidays Act 2003, s 81): for each employee, hours worked each day in the pay period and the pay for those hours, kept for 6 years. A contractor completes the same sheet as the basis for their invoice; the employee-or-contractor test is in the subcontractor agreement resource in this library. Checked on employment.govt.nz 9 October 2026. Across 4,483 publicly posted reviews of NZ cleaning businesses, punctuality is praised in 39% of positive reviews: the roster is where it is won.