

# WERKPLANNER - WORK PLANNER

Nederlands - Engels

*TIP: Hou rekening met de verhouding hoeveelheid werk / aantal uren dat de medewerker aanwezig is.*

*TIP: Consider the amount of work / number of hours that the employee is present.*

DATUM \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



## WOONKAMER - living room

- |  |  |
|--|--|
| <input type="checkbox"/> OPRUIMEN - clean up         | <input type="checkbox"/> TV/HIFI                       |
| <input type="checkbox"/> AFSTOFFEN - dust of         | <input type="checkbox"/> LAMPEN - lamps                |
| <input type="checkbox"/> VEGEN - sweeping            | <input type="checkbox"/> RADIATORS - radiators         |
| <input type="checkbox"/> STOFZUIGEN - vacuuming      | <input type="checkbox"/> TAPIJTEN - carpets            |
| <input type="checkbox"/> VLOER NAT - sweep floor wet | <input type="checkbox"/> VENSTERBANKEN - window sills  |
| <input type="checkbox"/> SCHUREN - scrub floor       | <input type="checkbox"/> DEURLIJSTEN - doorlists       |
| <input type="checkbox"/> ZETELS - seats              | <input type="checkbox"/> PLINTEN - skirting boards     |
| <input type="checkbox"/> EETTAFEL - dinner table     | <input type="checkbox"/> DEUREN - doors                |
| <input type="checkbox"/> SALONTAFEL - coffee table   | <input type="checkbox"/> STOPCONTACTEN - sockets       |
| <input type="checkbox"/> KASTEN - cabinets           | <input type="checkbox"/> RAMEN BINNEN - windows inside |
- ANDERE/EXTRA AANDACHT - others/extra attention:**

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## TOILET

- |   |
|---|
| <input type="checkbox"/> VEGEN - sweeping               |
| <input type="checkbox"/> STOFZUIGEN - vacuuming         |
| <input type="checkbox"/> VLOER NAT - floor wet sweeping |
| <input type="checkbox"/> SCHUREN - scrubbing            |
| <input type="checkbox"/> VUILNISBAK - trash can         |
| <input type="checkbox"/> LAVABO/SPIEGEL - sink/mirror   |
| <input type="checkbox"/> DEURLIJSTEN - doorlists        |
| <input type="checkbox"/> PLINTEN - skirting boards      |
| <input type="checkbox"/> DEUREN - doors                 |
- ANDERE/EXTRA AANDACHT  
others/extra attention:**

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## KEUKEN - kitchen

- |   |   |
|---|---|
| <input type="checkbox"/> OPRUIMEN - clean up                | <input type="checkbox"/> DAMPKAP - exhaust hood           |
| <input type="checkbox"/> AFSTOFFEN - dust of                | <input type="checkbox"/> DAMPKAPFILTER - extractor filter |
| <input type="checkbox"/> VEGEN - sweeping                   | <input type="checkbox"/> MICROGOLF - microwave            |
| <input type="checkbox"/> STOFZUIGEN - vacuuming             | <input type="checkbox"/> FORNUIS - stove                  |
| <input type="checkbox"/> VLOER NAT - floor wet sweeping     | <input type="checkbox"/> VAATWAS - dishwasher             |
| <input type="checkbox"/> SCHUREN - scrubbing                | <input type="checkbox"/> AFWASSEN - do the dishes         |
| <input type="checkbox"/> TAFEL EN STOELLEN - table & chairs | <input type="checkbox"/> VUILNISBAK - trash can           |
| <input type="checkbox"/> KEUKENKASTEN - closets             | <input type="checkbox"/> DEURLIJSTEN - doorlists          |
| <input type="checkbox"/> TOESTELLEN - appliances            | <input type="checkbox"/> PLINTEN - skirting boards        |
| <input type="checkbox"/> GOOTSTEEN - kitchensink            | <input type="checkbox"/> DEUREN - doors                   |
| <input type="checkbox"/> AANRECHT - counter                 | <input type="checkbox"/> STOPCONTACTEN - sockets          |
| <input type="checkbox"/> KOELKAST - refrigerator            | <input type="checkbox"/> RAMEN BINNEN - windows inside    |
- ANDERE/EXTRA AANDACHT - others/extra attention:**

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## EXTRA

- |   |
|---|
| <input type="checkbox"/> TERRAS OPRUIMEN - clean up terrace       |
| <input type="checkbox"/> TERRAS POETSEN - sweep terrace           |
| <input type="checkbox"/> TUINMEUBELS - garden furniture           |
| <input type="checkbox"/> GARAGE OPRUIMEN - clean up garage        |
| <input type="checkbox"/> GARAGE POETSEN - sweep garage            |
| <input type="checkbox"/> BERGING OPRUIMEN - clean up storage room |
| <input type="checkbox"/> BERGING POETSEN - sweep storage room     |
| <input type="checkbox"/> RAMEN LANGS BUITEN - windows outside     |
- ANDERE/EXTRA AANDACHT  
others/extra attention:**

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## SLAAPKAMERS - bedroom

- |   |  |
|---|--|
| <input type="checkbox"/> OPRUIMEN - clean up                                    | <input type="checkbox"/> LAMPEN - lamps                |
| <input type="checkbox"/> AFSTOFFEN - dust of                                    | <input type="checkbox"/> RADIATORS - radiators         |
| <input type="checkbox"/> VEGEN - sweeping                                       | <input type="checkbox"/> TAPIJEN - carpets             |
| <input type="checkbox"/> STOFZUIGEN - vacuuming                                 | <input type="checkbox"/> VENSTERBANKEN - window sills  |
| <input type="checkbox"/> VLOER NAT - floor wet sweeping                         | <input type="checkbox"/> DEURLIJSTEN - doorlists       |
| <input type="checkbox"/> SCHUREN - scrubbing                                    | <input type="checkbox"/> PLINTEN - skirting boards     |
| <input type="checkbox"/> BED OPMAKEN - make the bed                             | <input type="checkbox"/> DEUREN - doors                |
| <input type="checkbox"/> BED VERSCHONEN - clean bedlinen                        | <input type="checkbox"/> STOPCONTACTEN - sockets       |
| <input type="checkbox"/> KLEERKASTEN - wardrobe                                 | <input type="checkbox"/> RAMEN BINNEN - windows inside |
| <input type="checkbox"/> NACHTKASTEN - bedside cabinets                         |  |
| <input type="checkbox"/> <b>ANDERE/EXTRA AANDACHT - others/extra attention:</b> |  |

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## TRAPHAL - stairhall

- |   |
|---|
| <input type="checkbox"/> VEGEN - sweeping   |
| <input type="checkbox"/> STOFZUIGEN - vacuuming                                   |
| <input type="checkbox"/> VLOER NAT - floor wet sweeping                           |
| <input type="checkbox"/> SCHUREN - scrubbing                                      |
| <input type="checkbox"/> RADIATOR - radiator                                      |
| <input type="checkbox"/> VENSTERBANKEN - window sills                             |
| <input type="checkbox"/> DEURLIJSTEN - doorlists                                  |
| <input type="checkbox"/> PLINTEN - skirting boards                                |
| <input type="checkbox"/> DEUREN - doors   |
| <input type="checkbox"/> <b>ANDERE/EXTRA AANDACHT<br/>others/extra attention:</b> |

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## BADKAMER - bathroom

- |   |  |
|---|--|
| <input type="checkbox"/> OPRUIMEN - clean up                                    | <input type="checkbox"/> TOILET - toilet               |
| <input type="checkbox"/> AFSTOFFEN - dust of                                    | <input type="checkbox"/> LAMPEN - lamps                |
| <input type="checkbox"/> VEGEN - sweeping                                       | <input type="checkbox"/> RADIATORS - radiators         |
| <input type="checkbox"/> STOFZUIGEN - vacuuming                                 | <input type="checkbox"/> VENSTERBANKEN - window sills  |
| <input type="checkbox"/> VLOER NAT - floor wet sweeping                         | <input type="checkbox"/> DEURLIJSTEN - doorlists       |
| <input type="checkbox"/> SCHUREN - scrubbing                                    | <input type="checkbox"/> PLINTEN - skirting boards     |
| <input type="checkbox"/> SPIEGELS - mirrors                                     | <input type="checkbox"/> DEUREN - doors                |
| <input type="checkbox"/> BAD - bath   | <input type="checkbox"/> STOPCONTACTEN - sockets       |
| <input type="checkbox"/> DOUCHE - shower  | <input type="checkbox"/> VUILNISBAK - trash can        |
| <input type="checkbox"/> LAVABO'S -lavabo's                                     | <input type="checkbox"/> RAMEN BINNEN - windows inside |
| <input type="checkbox"/> <b>ANDERE/EXTRA AANDACHT - others/extra attention:</b> |  |

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## WAS/STRIJK laundry/ironing

- |   |
|---|
| <input type="checkbox"/> WASMACHINE VULLEN - fill washing machine                 |
| <input type="checkbox"/> WASMACHINE LEEGMAKEN - empty washing m.                  |
| <input type="checkbox"/> WAS OPHANGEN - hang laundry to dry                       |
| <input type="checkbox"/> WAS AFHALEN - collect dry laundry                        |
| <input type="checkbox"/> DROOGKAST VULLEN - fill drying cabinet                   |
| <input type="checkbox"/> DROOGKAST LEEGMAKEN - empty drying cabinet               |
| <input type="checkbox"/> STRIJKEN - ironing                                       |
| <input type="checkbox"/> <b>ANDERE/EXTRA AANDACHT<br/>others/extra attention:</b> |

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## EINDRAPPORT VAN DE DAG *(vrijblijvend)*

## FINAL REPORT OF THE DAY

### MEDEWERKER - employee

MIJN GEVOEL NA VANDAAG  
how I feel after today's work



EXTRA OPMERKINGEN - additional comments

- |   |
|---|
| <input type="checkbox"/> TE WEINIG TIJD GEHAD - I had too little time |
| <input type="checkbox"/> PRODUCT(EN) VERVANGEN - replace products     |

KAPOT/GEBROKEN - broken

ANDERE -others

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### KLANT - customer

TEVREDEN OVER HET WERK  
satisfied about delivered work



EXTRA OPMERKINGEN - additional comments

- |   |
|---|
| <input type="checkbox"/> EEN DIKKE PLUIM! - well done!                  |
| <input type="checkbox"/> AANDACHTSPUNTEN/OPMERKINGEN<br>extra attention |

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