Checklist

A blank checklist for any repeat task, step by step.

Checklist name	
Project	
Area	
Date	

Items

Done	Item	Checked by	Date	Comment
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How to use this template

- Write the steps in the order people should do them.
- Keep each item to one action that someone can tick off.
- Record who checked each item and when.
- Copy the file for each use, so the blank stays clean.

Free template from BetterNoted. Copy, change and share it as you like.