

Handyman Job Task List Template

Use this lightweight sheet to organize the work itself for one repair or small project. It is not an estimate, invoice, customer contract, inspection, schedule, timecard, or formal work order.

PRINTABLE WORKSHEET

Job details

- ☐ Customer or internal job name: _____
- ☐ Location: _____
- ☐ Date: _____
- ☐ Authorized access or contact note: _____

Scope and materials

- ☐ Requested result: _____
- ☐ Known scope: _____
- ☐ Materials or parts: _____
- ☐ Question or approval needed: _____

Task list

- ☐ Next action 1 and owner: _____
- ☐ Next action 2 and owner: _____
- ☐ Next action 3 and owner: _____
- ☐ Blocked work: _____

Job handoff

- ☐ Completed work: _____
- ☐ Change or issue found: _____
- ☐ Unfinished work and material needed: _____
- ☐ Next action: _____

This task list does not establish scope, price, authorization, warranty, code compliance, customer acceptance, or payment. Keep those records in appropriate business documents.