

**New Customer Account Walk Checklist (Account Representative +Employee training manager)**

Account Name : \_\_\_\_\_ Account Representative : \_\_\_\_\_

\_\_\_ Introduce the employee manager- to the account.

Entry Door Location: \_\_\_\_\_

Entry Door - Alarm Code : \_\_\_\_\_ Exit Door - Alarm Code : \_\_\_\_\_

Grab Key and Get key Copy : \_\_\_\_\_

Key Type:

\_\_\_ Regular Key \_\_\_ No Key Required \_\_\_ Code Access \_\_\_ Key Card or Fob

Verify Service Days

\_\_\_ Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_ Saturday \_\_\_ Sunday

Verify Service Time:

Set Schedule start time \_\_\_\_\_ After Hours Time Frame \_\_\_\_\_

\_\_\_ We will only throw out what is in the trash, if you need something thrown out that is not in the trash please let us know or leave a note and place it by the trash.

Additional Details- Cleaning Notes:

\_\_\_\_\_  
\_\_\_\_\_

Do we have a storage closet: \_\_\_\_\_

Where are the Paper Supplies Stored: \_\_\_\_\_

Any doors inside that must be locked (Offices/Rooms ETC: \_\_\_\_\_

Does the Company Recycle: Details: (Add to CRM) \_\_\_\_\_

Toilet Paper Details- We change toilet paper at 25% and leave the extra on top. If they would like us to do it a different way let us know. \_\_\_\_\_

Where Are the Dumpsters Located: \_\_\_\_\_

\_\_\_ Let them know if there is anything, they need to contact us anytime. For minor things they can also leave a post it for our cleaners.

\_\_\_ Test the key before you leave