

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