

GENERAL OFFICE INFORMATION

1. Do you have a computer room in your suite? YES _____ NO _____

Please explain: _____

2. Do you have a coffee bar or kitchen area? YES _____ NO _____

Please explain any special cleaning requirements: _____

3. Are all trash receptacles in plain sight: YES _____ NO _____

If not, please give location of special receptacles: _____

4. Are there any special furniture, items, or fixtures that you wish not to be disturbed by the cleaning staff?
YES _____ NO _____

Please identify: _____

5. If someone is working late, may we clean around them?

YES _____ NO _____

Please explain: _____

6. Are there any other special needs that you wish to describe?

YES _____ NO _____

Please describe: _____

Thank you for your assistance and time. We look forward to providing you with a high quality of service.