



1515/1555 POYDRAS JANITORIAL SERVICES



Company Name: _____

Suite # _____

Contact Person: _____

Bldg. # _____

Phone # _____

Email _____

Our staff is dedicated to serving your every need. To better understand your specific cleaning needs. Please take a moment to answer the following questions and return this form to: Jones Lang LaSalle Americas, Inc., 1515 Poydras Suite 1970, New Orleans, LA 70112 or Email it to brandy.miller@am.jll.com or fax it to 585-2674

Question	YES	NO	Details
1. Do you have an alarm system?			*If yes, please advise the management office what code should be used to turn the system on and off.
2. Are all trash cans in plain sight?			
3. Are there any rooms in your area with limited access? Please describe where.			
4. Would you like these areas with limited access cleaned?			
5. Please provide special cleaning information for the limited access areas.			
6. How would you like us to handle interior doors?			<input type="checkbox"/> Leave doors same way as found <input type="checkbox"/> Close all doors only <input type="checkbox"/> Close all doors and lock <input type="checkbox"/> Other: Please explain
7. Are there any special furniture or fixtures that you wish not to be disturbed by dusting? Please identify.			
8. If one of your employees is working late may we:			<input type="checkbox"/> Clean around them <input type="checkbox"/> Come back later to clean
9. Are there any other needs or situations of which we should be aware? Please explain.			
10. Comments:			