

**Kucera Management, Inc.**  
**CLEANING REQUEST**

**Date:** \_\_\_\_\_

Cleaning Company: \_\_\_\_\_

Contact: \_\_\_\_\_

**Property Manager:** \_\_\_\_\_ Phone: 349-7200 Fax: 346-6431

**Property Name:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property Name:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property Name:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Maintenance Items/Special Requests/People Working Late:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Floor Stripping Schedule:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_