



KITCHEN

- ☐ Clean Kitchen counters
- ☐ Clean stove tops
- ☐ Clean microwave oven
- ☐ All cupboard and appliance surfaces cleaned
- ☐ Polish furniture
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other décor.
- ☐ Garbage removal
- ☐ Sweep and mop or vacuum floors

FORMAL ROOM

- ☐ General straightening up
- ☐ Sweep and mop or vacuum floors
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other décor.
- ☐ Spot clean walls and windows to remove fingerprints and smudges
- ☐ Garbage removal

DINING ROOM

- ☐ General clean up
- ☐ All cupboard and appliance surfaces cleaned
- ☐ Polish furniture
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other décor.
- ☐ Spot clean walls and windows to remove fingerprints and smudges
- ☐ Garbage removal
- ☐ Sweep and mop or vacuum floors

FAMILY ROOM

- ☐ General straightening up
- ☐ Sweep and mop or vacuum floors
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other décor.
- ☐ Spot clean walls and windows to remove fingerprints and smudges
- ☐ Garbage removal

OFFICE / STUDY

- ☐ General straightening up
- ☐ Complete vacuuming in all carpeted areas
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other décor.
- ☐ Polish furniture
- ☐ Garbage removal

BATHROOM

- ☐ Sanitation of showers and bathtubs
- ☐ Sanitation of sinks and vanities
- ☐ Mirrors cleaned
- ☐ Floors vacuumed or mopped
- ☐ Toilets cleaned
- ☐ Garbage removal

MASTER BEDROOM

- ☐ General straightening up
- ☐ Dust baseboards, pictures, lampshades, knick-knacks,
- ☐ Beds made and linen changed (if linens are left on bed)
- ☐ Complete vacuuming in all carpeted areas
- ☐ Garbage removal

MASTER BATHROOM

- ☐ Sanitation of showers and bathtubs
- ☐ Sanitation of sinks and vanities
- ☐ Mirrors cleaned
- ☐ Floors vacuumed or mopped
- ☐ Toilets cleaned
- ☐ Garbage removal

OUR NEXT SCHEDULED VISIT:



BEDROOM

- ☐ General straightening up
- ☐ Dust baseboards, pictures, lampshades, knick-knacks,
- ☐ Beds made and linen changed (if linens are left on bed)
- ☐ Complete vacuuming in all carpeted areas
- ☐ Garbage removal

BEDROOM

- ☐ General straightening up
- ☐ Dust baseboards, pictures, lampshades, knick-knacks,
- ☐ Beds made and linen changed (if linens are left on bed)
- ☐ Complete vacuuming in all carpeted areas
- ☐ Garbage removal

BEDROOM

- ☐ General straightening up
- ☐ Dust baseboards, pictures, lampshades, knick-knacks,
- ☐ Beds made and linen changed (if linens are left on bed)
- ☐ Complete vacuuming in all carpeted areas
- ☐ Garbage removal

UPSTAIRS HALLWAY

- ☐ General straightening up
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other décor.
- ☐ Garbage removal
- ☐ Floors vacuumed or mopped

DOWNSTAIRS HALLWAY

- ☐ General straightening up
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other décor.
- ☐ Garbage removal
- ☐ Floors vacuumed or mopped

FRONT STAIRWAY

- ☐ General straightening up & dusting
- ☐ Floors vacuumed or mopped

BATHROOM

- ☐ Sanitation of showers and bathtubs
- ☐ Sanitation of sinks and vanities
- ☐ Mirrors cleaned
- ☐ Floors vacuumed or mopped
- ☐ Toilets cleaned
- ☐ Garbage removal

BATHROOM

- ☐ Sanitation of showers and bathtubs
- ☐ Sanitation of sinks and vanities
- ☐ Mirrors cleaned
- ☐ Floors vacuumed or mopped
- ☐ Toilets cleaned
- ☐ Garbage removal

BATHROOM

- ☐ Sanitation of showers and bathtubs
- ☐ Sanitation of sinks and vanities
- ☐ Mirrors cleaned
- ☐ Floors vacuumed or mopped
- ☐ Toilets cleaned
- ☐ Garbage removal

FRONT ENTRANCE

- ☐ General straightening up
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other décor.
- ☐ Garbage removal
- ☐ Floors vacuumed or mopped

BACK ENTRANCE

- ☐ General straightening up
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other décor.
- ☐ Garbage removal
- ☐ Floors vacuumed or mopped

BACK STAIRWAY

- ☐ General straightening up & dusting
- ☐ Floors vacuumed or mopped



NOTES about this weeks (or next week's) cleaning:

SUPPLIES (Things we need for next time):

SPECIAL OR MISCELLANEOUS PROJECTS:

Miscellaneous projects are welcome. Simply email or text us with your special requests so we can give you the best rate and budget them in to our next scheduled cleaning.

WORK HOURS:

My normal workdays are Monday through Friday 8:00 a.m. to 6:00 p.m. We do work from a schedule and recommend the same time and weekday for your cleaning to create consistency and convenience for us both.

ALARM SYSTEMS & KEYS:

It is not necessary to be at home while we are there cleaning. If you have an alarm, make sure we have the key code so we can disarm the alarm when we arrive, and set it again when we leave. We'll also need a house key if needed to access the job.

RESCHEDULING:

Stuff is going to happen. At one point or another -- for whatever reason, one of us is going to need to reschedule our cleaning. Communication is key. Call, text or email as soon as you know there is a conflict and we'll do our best to reschedule your cleaning at the next earliest convenience. We will do the same. As long as we have a 24 hour notice there will be no \$50 cancellation charge.

SICK POLICY:

If you or your children get sick with a contagious illness (i.e. the flu, a cold, pneumonia, chicken pox etc.) please call and reschedule your cleaning. Even though we disinfect your house, it is possible that we might transport germs to the next house or become sick ourselves. And to be fair to all our customers we prefer to wait until you are well again. On our end, we may call in sick as well to protect you and your family.

SATISFACTION:

We aim to please. If for any reason, at any time you are not 100% completely satisfied, please call us immediately at 555-123-4567 and we will do everything in our power to resolve your concerns or refund your cleaning fee.

PAYMENT: Payment is due at time of service. Paying with a credit/debit card, or electronic check through PayPal is secure (and preferred) and leaves an electronic accounting trail for your records. Simply log on to paypal at: www.PayPal.com and click **Send Money**, then send to: **AngelaBrown@SavvyCleaner.com**, the amount of today's services \$ _____, **Goods and Services** and click send. Cash and Checks are also fine and can be left on the kitchen counter – or we can keep a credit card on file and just charge each cleaning after you've approved of our work.

THANK YOU FOR YOUR BUSINESS!