



KITCHEN

- Garbage removal
- General Dusting
- Cupboard and appliance surfaces cleaned
- Kitchen counters cleaned
- Top and front of range cleaned
- Microwave oven wiped down
- Fronts of fridge and dishwasher spot cleaned
- Wipe down table and chairs
- Sink cleaned
- Sweep and mop or vacuum floors

DINING ROOM

- Garbage removal
- All flat surfaces dusted
- Dust pictures, lampshades, windowsills, and other décor.
- Spot clean windows to remove fingerprints and smudges
- Sweep and mop or vacuum floors
- _____

OFFICE / STUDY

- Garbage removal
- All flat surfaces dusted
- Dust pictures, lampshades, windowsills, and other décor.
- Spot clean windows to remove fingerprints and smudges
- Sweep and mop or vacuum floors
- _____

MASTER BEDROOM

- Garbage removal
- Beds made and linen changed (if linens are left on bed)
- General Dusting
- Spot clean windows
- Sweep and mop or vacuum floors
- _____

FORMAL ROOM

- Garbage removal
- All flat surfaces dusted
- Dust pictures, lampshades, windowsills, and other décor.
- Spot clean windows to remove fingerprints and smudges
- Sweep and mop or vacuum floors
- _____

FAMILY ROOM

- Garbage removal
- All flat surfaces dusted
- Dust pictures, lampshades, windowsills, and other décor.
- Spot clean windows to remove fingerprints and smudges
- Sweep and mop or vacuum floors
- _____

BATHROOM

- Garbage removal
- General Dusting
- Clean showers and bathtubs
- Clean sinks and vanities
- Toilets cleaned, inside and out
- Mirrors & fixtures cleaned
- Floors vacuumed or mopped
- _____

MASTER BATHROOM

- Garbage removal
- General Dusting
- Clean showers and bathtubs
- Clean sinks and vanities
- Toilets cleaned, inside and out
- Mirrors & fixtures cleaned
- Floors vacuumed or mopped
- _____

OUR NEXT SCHEDULED VISIT:

_____ **BEDROOM**

- Garbage removal
- Beds made and linen changed (if linens are left on bed)
- General Dusting
- Spot clean windows
- Sweep and mop or vacuum floors
- _____

_____ **BEDROOM**

- Garbage removal
- Beds made and linen changed (if linens are left on bed)
- General Dusting
- Spot clean windows
- Sweep and mop or vacuum floors
- _____

_____ **BEDROOM**

- Garbage removal
- Beds made and linen changed (if linens are left on bed)
- General Dusting
- Spot clean windows
- Sweep and mop or vacuum floors
- _____

UPSTAIRS HALLWAY

- Garbage removal
- General Dusting
- Floors vacuumed or mopped
- _____

DOWNSTAIRS HALLWAY

- Garbage removal
- General Dusting
- Floors vacuumed or mopped
- _____

FRONT STAIRWAY

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

_____ **BATHROOM**

- Garbage removal
- General Dusting
- Clean showers and bathtubs
- Clean sinks and vanities
- Toilets cleaned, inside and out
- Mirrors & fixtures cleaned
- Floors vacuumed or mopped
- _____

_____ **BATHROOM**

- Garbage removal
- General Dusting
- Clean showers and bathtubs
- Clean sinks and vanities
- Toilets cleaned, inside and out
- Mirrors & fixtures cleaned
- Floors vacuumed or mopped
- _____

_____ **BATHROOM**

- Garbage removal
- General Dusting
- Clean showers and bathtubs
- Clean sinks and vanities
- Toilets cleaned, inside and out
- Mirrors & fixtures cleaned
- Floors vacuumed or mopped
- _____

FRONT ENTRANCE

- Garbage removal
- General Dusting
- Floors vacuumed or mopped
- _____

BACK ENTRANCE

- Garbage removal
- General Dusting
- 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 I need for next time):

SPECIAL OR MISCELLANEOUS PROJECTS:

Miscellaneous projects are welcome. Simply text or call with your special request so we can discuss what you would like done, and a quote for the project if applicable. If you would like to do a trade off, such as skip a room of your house in order to accommodate the special project, let me know which room(s) you are trading for.

WORK HOURS:

My normal workdays are Monday through Thursday. I do work from a schedule and recommend the same time and weekday for your cleaning to create consistency and convenience for us both. Flexible scheduling is available if needed, just ask.

ALARM SYSTEMS & KEYS:

It is not necessary to be at home while I am there cleaning. If you have an alarm, please make sure I have the key code so I can disarm the alarm when I arrive, and set it again when I leave. I'll need to know where you keep your house key.

RESCHEDULING:

Stuff is going to happen. At one point or another, for whatever reason, one of us, you or me is going to need to reschedule our cleaning. Communication is key. Please call or text as soon as you know there is a conflict and I'll do my best to reschedule your cleaning at the next earliest convenience. I will do the same.

SICK POLICY:

If you or your children get sick with any contagious illness, please call and reschedule your cleaning. Even though I clean your house, it is possible that I might transport germs to the next house or become sick myself. And to be fair to all of my customers, I prefer to wait until you are well again. On my end, I may call in sick as well to protect you and your family.

SATISFACTION:

My desire is to leave you feeling satisfied with your home. If for any reason, you are not completely satisfied, please call me immediately at 616-443-6313 and I will do everything in my power to resolve your concerns.

PAYMENT: Payment by Cash or Check is preferred and can be left on the kitchen counter so I can pick it up when I am finished cleaning. Venmo and Cash app are also accepted the day of service.

The amount of today's services \$ _____.

THANK YOU FOR YOUR BUSINESS!