



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

House Cleaning From the Heart *An Eco-Spiritual Service for West Michigan*
Lauren Hodson / 616-443-6313 / info@housecleaningfromtheheart.com
www.housecleaningfromtheheart.com

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

SUPPLIES (Things I need for next time):

SPECIAL OR MISCELLANEOUS PROJECTS:

I work by the hour, so miscellaneous projects are welcome. Simply email or text me with your special request so I can budget them into my regular work routine Or, if you would like to do a trade off – 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 Friday 9:00 a.m. to 6:00 p.m. 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 when needed, just ask.

ALARM SYSTEMS & KEYS:

It is not necessary to be at home while I'm 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 txt 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 a contagious illness (i.e. the flu, a cold, pneumonia, chicken pox etc.) please call and reschedule your cleaning. Even though I disinfect 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: You are welcome to pay by cash or check, which can be left on the kitchen counter at the time of your cleaning or special project. Or, you may also pay with a credit/debit card, or electronic check through PayPal. Simply log on to paypal at: www.PayPal.com and click **Send Money**, then send to: **info@housecleaningfromtheheart.com** the amount of today's services \$ _____, **Goods and Services** and click send.

THANK YOU FOR YOUR BUSINESS!