

LAST-MINUTE PACKAGE

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
- Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other décor.
- 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

ADD-ONS

- Garage clean up – 30 flat fee
- Deep clean oven - 30 flat fee
- Deep clean fridge - 30 flat fee
- Power washing driveway – 50-75

ADD-ONS

- Washing walls – 10-20
- Washing/vacuuming car - 30 flat fee
- Washing & drying clothes – 15
- Power washing patio – 40-75

Tencia Housekeeping...*Every project is different. Every client is special.*
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NOTES about this weeks (or next week's) cleaning:

SUPPLIES (Things we 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 requests so we can budget them in to our regular work routine. If we have to 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 7:00 a.m. to 7:00 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.

ALARM SYSTEMS & KEYS:

It is not necessary to be at home while I'm there cleaning. If you have an alarm, 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. 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. 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:

We aim to please. If for any reason, at any time you are not 100% completely satisfied, please call us immediately at **503-560-4415** and we will do everything in our power to resolve your concerns or your money back.

PAYMENT: Paying with a credit/debit card, or electronic check through Square is secure (and preferred) and leaves an electronic accounting trail for your records. Simply swipe or insert chip in our card readers and your transaction is complete! Cash and Checks are also fine and can be left on the kitchen counter.

THANK YOU FOR YOUR BUSINESS!