



Experience a healthier, cleaner workplace!

BATHROOMS

- ☐ Sanitize sinks and vanities
- ☐ Clean mirrors
- ☐ Sweep and mop or vacuum floors
- ☐ Clean toilets
- ☐ Restock replaceable items
- ☐ Restock tissues, disinfectants, hand sanitizer, and/or wipes
- ☐ Remove garbage

STAFF ROOM / KITCHEN

- ☐ General straightening up
- ☐ Sweep and mop or vacuum floors
- ☐ Clean all cupboard and appliance surfaces
- ☐ Clean fridge, microwave, coffee maker
- ☐ Dust furniture, pictures, and other decor.
- ☐ Spot clean walls and windows to remove fingerprints and smudges
- ☐ Restock coffee supplies
- ☐ Restock tissues, disinfectants, hand sanitizer, and/or wipes
- ☐ Remove garbage

OTHER

- ☐ Clean cobwebs
- ☐ Clean and disinfect water fountains
- ☐ Clean outdoor/patio areas
- ☐ Remove outdoor garbage
- ☐ Water plants

LOBBY

- ☐ General straightening up
- ☐ Sweep and mop or vacuum floors
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other decor.
- ☐ Spot clean walls and windows to remove fingerprints and smudges
- ☐ Polish furniture
- ☐ Clean windows and glass doors
- ☐ Restock tissues, disinfectants, hand sanitizer, and/or wipes
- ☐ Remove garbage

OFFICE SPACES

- ☐ General straightening up
- ☐ Sweep and mop or vacuum floors
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other decor.
- ☐ Spot clean walls and windows to remove fingerprints and smudges
- ☐ Polish furniture
- ☐ Clean and disinfect desks, phones, computers, printers, etc
- ☐ Restock tissues, disinfectants, hand sanitizer, and/or wipes
- ☐ Remove garbage



ROUTINE AND MISCELLANEOUS PROJECTS

Contact me for a custom quote for routine cleanings or special projects. Keep in mind that first time cleanings and cleanings scheduled less often than every other week may require more time and additional fees. For special projects, simply email or text me with any special requests so that we can budget them into our regular work routine.

WORK HOURS

My normal workdays are Monday through Friday, 8:00 am to 6:00 pm. Weekends or late hours may be available upon request. I do work from a schedule and recommend the same time and weekday for your cleaning to create consistency and convenience for us both.

RESCHEDULING

Life happens! At some point, either of us will need to reschedule our cleaning. Communication is key. Call, text, or email as soon as you know there is a conflict, and I will do my best to reschedule your cleaning for the earliest availability. 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 workplace or home, it is possible that I might transport germs to the next location or become sick myself. And, to be fair to all 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 co-workers or family.

ALARM SYSTEMS

If you prefer, you need not be present while I am cleaning. Please let me know where you keep your key, and if you have an alarm, make sure I have the alarm code.

PAYMENT

I accept cash, checks, Zelle, Venmo, and CashApp. Checks should be made out to Lesli Satterfield.

SATISFACTION GUARANTEED

I aim to please. If for any reason, at any time, you are not 100% completely satisfied, please call me immediately at 678-758-2320, and I will do everything in my power to resolve your concerns.