



So you can enjoy the most important things in life!

KITCHEN

- ☐ Clean kitchen counters
- ☐ Clean stove tops
- ☐ Clean microwave oven
- ☐ Clean all cupboard and appliance surfaces
- ☐ Polish furniture
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other decor.
- ☐ Remove garbage
- ☐ Sweep and mop or vacuum floors

DINING ROOM

- ☐ General straightening up
- ☐ All cupboard and appliance surfaces cleaned
- ☐ Polish furniture
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other decor.
- ☐ Spot clean walls and windows to remove fingerprints and smudges
- ☐ Remove garbage
- ☐ 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 decor.
- ☐ Spot clean walls and windows to remove fingerprints and smudges
- ☐ Polish furniture
- ☐ Remove garbage

FAMILY ROOM

- ☐ 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
- ☐ Remove garbage

OUR NEXT SCHEDULED VISIT:

OFFICE/STUDY

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

UPSTAIRS HALLWAY

- ☐ General straightening up
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other decor.
- ☐ Floors vacuumed or mopped
- ☐ Remove garbage

DOWNSTAIRS HALLWAY

- ☐ General straightening up
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other decor.
- ☐ Floors vacuumed or mopped
- ☐ Remove garbage

FRONT ENTRANCE

- ☐ General straightening up
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other decor.
- ☐ Floors vacuumed or mopped
- ☐ Remove garbage

BACK ENTRANCE

- ☐ General straightening up
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other decor.
- ☐ Floors vacuumed or mopped
- ☐ Remove garbage

FRONT STAIRWAY

- ☐ General straightening up
- ☐ Floors vacuumed or mopped

BACK STAIRWAY

- ☐ General straightening up
- ☐ Floors vacuumed or mopped



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MASTER BEDROOM

- ☐ General straightening up
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other decor.
- ☐ Beds made and linen changed (if linens are left on bed)
- ☐ Complete vacuuming in all carpeted areas
- ☐ Remove garbage

MASTER BATHROOM

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

_____ BEDROOM

- ☐ General straightening up
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other decor.
- ☐ Beds made and linen changed (if linens are left on bed)
- ☐ Complete vacuuming in all carpeted areas
- ☐ Remove garbage

_____ BATHROOM

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

_____ BEDROOM

- ☐ General straightening up
- ☐ Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other decor.
- ☐ Beds made and linen changed (if linens are left on bed)
- ☐ Complete vacuuming in all carpeted areas
- ☐ Remove garbage

_____ BATHROOM

- ☐ Sanitation of showers and bathtubs
- ☐ Sanitation of sinks and vanities
- ☐ Mirrors cleaned
- ☐ Floors vacuumed or mopped
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- ☐ Remove garbage

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- ☐ Beds made and linen changed (if linens are left on bed)
- ☐ Complete vacuuming in all carpeted areas
- ☐ Remove garbage

_____ BATHROOM

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

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

SUPPLIES (Things we need for next time):



SUPPLIES 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 must 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, 8:00 am to 6:00 pm. 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, either you or I, 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 I will 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 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:

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 or your money back.

PAYMENT:

Cash and checks are fine. Checks can be left on the kitchen counter. Checks should be made out to Lesli Satterfield.



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.