



✓ RECEPTION

- Clean desk and counters
- Clean Phones
- Clean microwave oven
- All cupboard and appliance surfaces cleaned
- Minor Tidy
- Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and high touch areas
- Garbage removal
- Sweep and mop or vacuum floors

✓ EXECUTIVE OFFICES _____

- General straightening up
- Complete vacuuming in all carpeted areas
- Polish furniture
- Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and high touch areas
- Garbage removal
- Clean Phones

✓ OFFICE WORK SPACE

- Minor tidy
- Complete vacuuming in all carpeted areas
- Clean Phones
- Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and high touch areas
- Garbage removal

✓ BOARD ROOM

- General straightening up
- Sweep and mop or vacuum floors
- Spot clean walls and windows to remove fingerprints and smudges
- Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and high touch areas
- Garbage removal

✓ LUNCH ROOM

- General clean up
- Spot clean walls and windows to remove fingerprints and smudges
- All cupboard and appliance surfaces cleaned
- Polish furniture
- Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and high touch areas
- Garbage removal
- Sweep and mop or vacuum floors

✓ COMMON AREAS

- General straightening up
- Spot clean walls and windows to remove fingerprints and smudges
- Sweep and mop or vacuum floors
- Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and high touch areas
- Garbage removal

✓ EXECUTIVE BATHROOM

- Sanitation of showers and bathtubs
- Sanitation of sinks and vanities
- Mirrors cleaned
- Floors vacuumed or mopped
- Toilets cleaned
- Garbage removal
- High touch areas

✓ _____ WORKSPACE

- General straightening up
- Sweep and mop or vacuum floors
- Spot clean walls and windows to remove fingerprints and smudges
- Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and high touch areas
- Garbage removal

OUR NEXT SCHEDULED VISIT:



Our Website

✓ UPSTAIRS HALLWAY

- General straightening up
- Sweep and mop or vacuum floors
- Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and high touch areas
- Garbage removal

✓ FRONT ENTRANCE

- General straightening up
- Sweep and mop or vacuum floors
- Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and high touch areas
- Garbage removal

✓ FRONT STAIRWAY

- General straightening up
- Sweep and mop or vacuum floors

✓ _____ WORKSPACE

- General straightening up
- Complete vacuuming in all carpeted areas
- Clean phones
- Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and high touch areas
- Garbage removal

✓ _____ WORKSPACE

- General straightening up
- Complete vacuuming in all carpeted areas
- Clean phones
- Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and high touch areas
- Garbage removal

✓ DOWNSTAIRS HALLWAY

- General straightening up
- Sweep and mop or vacuum floors
- Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and high touch areas
- Garbage removal

✓ BACK ENTRANCE

- General straightening up
- Sweep and mop or vacuum floors
- Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and high touch areas
- Garbage removal

✓ BACK STAIRWAY

- General straightening up
- Sweep and mop or vacuum floors

✓ _____ WORKSPACE

- General straightening up
- Complete vacuuming in all carpeted areas
- Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and high touch areas
- Clean phones
- Garbage removal

✓ CUSTOMER BATHROOMS

- Sanitation of showers and bathtubs
- Sanitation of sinks and vanities
- Mirrors cleaned
- Floors vacuumed or mopped
- Toilets cleaned
- Garbage removal
- High touch areas

OUR NEXT SCHEDULED VISIT:



[leave a comment](#)

I, _____, have used a hospital grade sanitizer on all the high touch areas in your office on this date: _____.



The Dancing Buddha

NOTES

(about this week or next cleaning)

SUPPLIES

(things we need for next time)

SPECIAL OR MISCELLANEOUS PROJECTS

Miscellaneous projects are welcome. Simply email or text us with your special requests so we can give you the best rate and budget them in to our next scheduled cleaning.

WORK HOURS

My normal workdays are Monday through Friday 7:00 p.m. to 3:00 a.m. We 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 work while we are there cleaning. If you have an alarm, make sure we have the key code so we can disarm the alarm when we arrive, and set it again when we leave. We'll also need a house key if needed to access the job. We do charge a \$50 lockout fee if we have a confirmed appointment and can't get in.

RESCHEDULING

Stuff is going to happen. At one point or another -- for whatever reason, one of us 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. We will do the same. As long as we have a 24-hour notice there will be no \$50 cancellation charge.

SICK POLICY

If you or your workers get sick with a contagious illness (i.e. the flu, a cold, pneumonia, chicken pox etc.) please call and reschedule your cleaning. Even though we disinfect your house, it is possible that we might transport germs to the next business or become sick ourselves. And to be fair to all our customers we prefer to wait until you are well again. We also may call in sick to protect you and your workers.

SATISFACTION

We aim to please. If for any reason, at any time, you are not 100% completely satisfied, please call us immediately at 226-678-5610 and we will do everything in our power to resolve your concerns or refund your cleaning fee.

PAYMENT

Payment is due at time of service or after final monthly cleaning. Paying with a credit/debit card or through PayPal is accepted. Simply log on to PayPal and click Send Money, then send to: **dancing.buddha@hotmail.com**, the amount of today's services \$ _____, including HST and click send. E-transfer to **dancing.buddha@hotmail.com** is also accepted – or we can keep a credit card on file and just charge each cleaning after you've approved of our work. We can also arrange to send you a recurring invoice from our Quickbooks.

THANK YOU FOR YOUR BUSINESS!