



Spritely Cleaning LLC

web: www.spritleycleaning.com
tel: (248) 429-7243
email: admin@spritleycleaning.com

CLEANING WORKSHEET

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

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

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

MASTER BEDROOM #1

- 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

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

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

FRONT ENTRANCE

- General straightening up
- Dust baseboards, pictures, lampshades, knick-knacks, windowsills, furniture, light fixtures and other décor.
- Garbage removal
- Floors vacuumed or mopped

MASTER BATHROOM #1

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



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BEDROOM #2

- 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 #3

- 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 #4

- 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 #5

- 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

BATHROOM #2

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

BATHROOM #3

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

BATHROOM #4

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

BATHROOM #5

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



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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

UPSTAIRS HALLWAY

- 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

SELECTED EXTRAS

-  Inside Cabinets
-  Interior Windows
-  Wet Wipe Window Blinds
-  Green Cleaning

-  Laundry & Folding
-  Dishes
-  Move In Out



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

SUPPLIES (Things we need for next time):

WORK HOURS:

Our normal work days are Monday through Friday 8:00 a.m. to 6:00 p.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 home 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.

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 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 we disinfect your house, it is possible that we might transport germs to the next house or become sick ourselves. And to be fair to all our customers we prefer to wait until you are well again. On our end, we 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 tel: (248) 429-7243 and we will do everything in our power to resolve your concerns or refund your cleaning fee.



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THANK YOU FOR YOUR BUSINESS!

Did we miss something?



Let us make it right!
Please call us or email.

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