



All Spruced Up Cleaning Co. LLC is committed to providing you with the best possible service. We sincerely appreciate your decision to become our client and will work very diligently to earn your trust. Please let us know if there is anything we can do to improve, enhance, or expand our services to better meet your needs. Your honest feedback is crucial in continuing to improve and provide exceptional service to you and our future clients!

By choosing to work with our team you are aiding in the economic development right here in our valley, helping provide free cleanings for patients undergoing cancer treatment, and giving our staff a fair chance at making a livable wage while having an opportunity to truly make a difference in our community. You are also choosing a reliable, insured, bonded, and professionally trained staff who you can TRUST with your home or space!

We hold very true to our values at All Spruced Up Cleaning Co. LLC and we are excited to start serving YOU! We are also dedicated to providing you with the safest cleaning practices by using more natural products that are free of any harsh chemicals and fumes. We also value our environment and practice eco-friendly techniques when possible. If you have any questions about this, do not hesitate to reach out.

Enclosed you will find our client policies and FAQ's. Please look over the information to familiarize yourself with our policies. We want to be sure our team will be a good fit for you! Should you require any further assistance, or have any questions, please call/text us at any time.

Business Hours:

Monday-Friday 8am-4pm
Closed All Major Holidays

Contact Us At:

Allsprucedupcleaningco@gmail.com or
Officeallsprucedup@gmail.com
(330)-397-2815



Our Team is Looking Forward to *Sprucing Up* Your Space!

Sincerely,

Paige Collins

POLICIES OF ALL SPRUCED UP CLEANING CO. LLC

These policies are in place to help us deliver exceptional service to ALL of our clients. Please read through them.

It is highly encouraged to start all routine cleanings with a deep cleaning, but at this time we do not require it. We understand that it may not be in everyone's budget. If this case applies to you, please understand that the whole home may not be cleaned upon the initial cleaning. We pride ourselves on our detailed work and hope that new clients understand that some areas may not be able to be addressed on the first or second appointment. By the third routine cleaning everything will be on a proper schedule.

Phone/Office hours - We are available by phone Monday thru Friday 8am-4pm if we do not answer, leave a message and we will call you back as soon as possible. In the case of an emergency or you need to cancel a service you may call at any time at 330-397-2815. Please reserve inquiries during office hours. We are off all major holidays and will return any inquiries within 5 business days.

Cancellation Policy: Service reliability is **extremely** important. We will turn down business to not disrupt your regularly scheduled cleaning. We request that you give us a minimum of 24 hours advance notice but preferably 48 hours (Monday clients must call before noon on the previous Friday), IF YOU NEED TO CANCEL OR RESCHEDULE YOUR APPOINTMENT FOR ANY REASON. Our business number, 330-397-2815, is available to you at all times. Failure to provide adequate notice could result in a \$50 late cancellation fee for routine cleanings. Any one-time cleanings/ initial cleans/deep cleanings/organizational services/ move-in or move out cleans/ post-construction cleans, or event cleans will result in loss of your non-refundable deposit. Our cleaning specialists rely on a full schedule and if adequate time is not given to fill the gap, they are out of work. To avoid situations like this and last-minute cancellation fees, please give at least a 24 hour notice.

Non-refundable deposit: A 25% non-refundable deposit must be made for all initial cleanings, deep/spring cleanings, one-time cleanings, move in/out cleanings, organization jobs, or post/pre-event cleanings. This deposit will not be refunded for any circumstance if the job is canceled less than 2 business days of your scheduled cleaning; however, it can be used towards a future cleaning within 1 year of the initial scheduled appointment if canceled within 2 business days of your initially scheduled appointment. In the event of moving/selling or loss of property, it can be transferred to another person or a new home/space if canceled within 2 business days of your visit. Please be aware that if you decide to cancel within less than 1 business day, you will also be charged the late cancellation fee on top of forfeiting your 25% deposit.

Excessive Cancellations/Reschedules: We understand that circumstances arise that require cancellation. After 3 reschedules/cancellations you will be placed on an "as needed" list and we will contact you monthly if there are any available appointments. If a client has excessive cancellations, we reserve the right to cancel all future cleanings. Additional payment may be charged from original quoted prices if more than 3 months has passed since your last cleaning.

Skip Policy: If you need to skip a cleaning for any reason (going out of town/vacation, family coming in, financial reasons, ect) a skip fee may be charged at your next visit. Skip fees are as follows: Monthly Clients \$35, Biweekly \$15, Weekly \$10.

Lock Outs/Lock Out Fee: If we arrive at your home and you forgot to leave the door open, leave a key, turn us away at the door, or the team needs to leave without cleaning for **any** reason, you could be charged **50%-100% of your regular cleaning cost**. Our employees are paid by the home and this fee is necessary to cover their commissions. Most of our customers do entrust us with a key/code to their home, a responsibility we take very seriously. We will give you a 15 minute time grace period.

Tipping Your Cleaning Technicians: A tip is never expected but always appreciated! Our trained professional cleaning specialists work very hard to care for your home or space. In the service industry tipping etiquette is 15-20%. An automatic text message will be sent out to each client to give them the opportunity to bless their cleaning technician/s for that day of service. If you wish to be removed from this tipping program feel free to opt out of these messages. You may also leave cash if desired.

Moving Furniture/Ladder Usage: Our insurance policy does not permit us to step higher than our 2-step stool or lift or move heavy objects, appliances or furniture. This is not only to protect our team but also to protect your floor

surfaces, walls, cabinets, stove gas lines, electrical work, countertops, ect. You are however more than welcome to move furniture during service or prior to our arrival so cleaning can be completed. Please give us a 24-48 hour notice prior to your scheduled service.

Grout Cleaning: We will clean and disinfect your shower/bathtub, however we will not hand scrub each line of grout during a general cleaning. During a deep cleaning, we will scrub these areas in your tub/shower area however we cannot promise the stains will be 100% removed. A professional tile/grout company may be required to restore grout back to its original state. This is recommended 1-2 times a year. In addition, we do not hand scrub tile grout on floors.

Additional Services: Any additional services that are not listed on our checklists, must be requested 48 hours prior to your next scheduled service. This gives us ample time to adjust our schedules to provide you with more time! Additional fees will be applied per service requested.

Arrival/Access to your home: We will make every effort to arrive at your house in a timely manner. Because of possible cancellations or prior cleans running longer than expected, we cannot guarantee a specific time. Our teams require timely access to your home to perform their job. A garage code or entry door code can be given for access to the home. Circumstances beyond our control such as traffic, weather, or team illness may affect our arrival time. Your flexibility and understanding in these situations is greatly appreciated. We will always do our best to keep you informed of any delays we may be experiencing. You will receive an "On My Way" text with ETA once your cleaning specialist is on their way!

Making payments: All payments are due the day of service. In order to provide you with a hassle-free cleaning experience we require keeping a credit card on file. Payments will be processed by the office once your cleaning is completed. Please contact the office to set up a preferred method of payment during the booking process.

Sick/Illness: We ask that if you or anyone in your home is currently ill and will be present the day of service or is currently in quarantine for COVID-19 to please reschedule until a later date.

Unsafe Working Environment Policy: If we enter a home that has undisclosed information regarding unsafe working conditions we have the right to refuse service as well as charge a fee of **1/2 the service price**. Our employees' safety is extremely important to us! We do not specialize in biohazard cleaning or water damage/remediation services. If you have scheduled an appointment that you think may fall under this policy, please contact the office right away at 330-397-2815. We want to help direct you to an experienced company speciality trained in these areas that can help!

Unsafe working conditions include but are not limited to:

- Pet Waste (extensive) We know occasional accidents happen!
- Heavily soiled toilet (human waste)
- Human or Pet waste on walls/inside closets/ect.
- Blood
- Extreme hoarding situations
- Needles/syringes
- Unsecured firearms
- Drugs
- Extensive amounts of broken glass
- Non-friendly pets
- No heat/electricity/running hot water
- Derogatory conversations/unkind language towards our staff (swearing, sexual comments, ect)

Syringes: Should any member of your household require the use of syringes, please ensure that they are disposed of safely. Any secure container like a coffee can, can be used to store used syringes and/or needles prior to final disposal. Any unexpected stab by an insecure needle can pose serious health concerns to our staff. In the event of a needle-stick both you and the cleaning specialist must perform proper protocol.

House Temperature: Be sure to keep your home/building at a comfortable temperature for working conditions.

Inclement Weather: In event of poor weather conditions we may need to skip your clean in order to keep our

teams safe. We'll do our best to reschedule to the earliest available appointment.

Confidential/Illegal Documents or Substances: To protect our cleaners and your privacy, please be sure that any confidential or potentially illegal documents or substances are put away before your scheduled cleaning. We do not open drawers or go into closets unless instructed otherwise by our clients. Please safely store any weapons.

Damage or Breakage: We make every effort to take the greatest care while in your home, but we understand accidents happen. Identical replacement is always attempted but cannot be guaranteed. We request that all valuable, irreplaceable, collectible, or heirloom items (whether monetarily or sentimentally valued) be stored and/or not cleaned by our team. Damaged or broken items must be reported to All Spruced up Cleaning Co. LLC office within 24 hours of service. Note: All Spruced Up Cleaning Co. LLC is not responsible for damage due to faulty and/or improper installation of any item, or specific requests from clients such as moving furniture on hardwood flooring. All surfaces (e.g marble, granite, wood flooring, etc.) are assumed sealed and ready to be cleaned without causing harm.

By receiving this document via hard copy or email you are agreeing to comply with our policies and procedures at All Spruced Up Cleaning Co LLC. We do not require physical contracts with our residential clients.

FAQ'S

What you need to know before we come!

What can I do to prepare for my cleaning visit?

We do encourage you to have all the dishes out of the kitchen sink prior to us arriving so we can properly scrub and disinfect your sink. We require you to have a well-maintained vacuum out and visible for us when arriving at your home for your scheduled service. If you currently do not have a fully functioning upright vacuum, please message us and we can give you some great recommendations! We also ask to tidy as best as you can so we have enough time to do the more detailed cleaning. We know life is busy so if there is extra tidying that you need you can always let us know ahead of time we can add that as an extra onto your service! Please put away any important documents, possessions, as well as inform us of any valuable/precious belongings that we may come across beforehand.

What is NOT covered under our services?

Upon committing to our cleaning and/or organizational services you will receive via email a detailed checklist of what exactly our services cover! You will find that at this time we **DO NOT** offer:

- Laundry or Dish Services
- Enter Drawers or Closets in Kitchen, Bedrooms, or Bathrooms (unless instructed by a client or agreed upon prior to your scheduled service date)
- Climb Higher Than a Two-Step Ladder
- Extensive Grout Cleaning in Showers/tubs.
- Clean TV Screens
- Opening Windows (we clean inside window glass only)
- Move Heavy or Antique Furniture/Decor/Beds
- Move Appliances
- Move Around/Clean Under Excessive/Decor or Other Items
- Remove/Clean any pet waste, any other type of animal waste, or clean in rodent/bug infestation areas.
- Handwipe Tall/Elaborate Chandeliers
- Handwipe Mini Blinds (thick blinds only) with extra fee
- Clean Unfinished Basements
- Wash Walls (we have a great, experienced local company we partner with for this service)
- Hand washing of floors or scrubbing of tile grout

We implement these policies to protect you and your belongings as well as keep our cleaning technicians safe. Along with these policies we always ask to put away precious valuables, jewelry, or money in a safe place.

How do I leave a tip for my cleaning technician?

Your cleaning technician works very hard to clean your home! If you feel led to leave them a monetary

tip we have implemented an automatic text messaging system that will notify you once your cleaning is complete. You can leave a tip via the text message, leave cash, or call the office to add a recurring tip to your service. 100% of your tips go to your cleaning technician. A tip is never expected but always appreciated!

Why doesn't it "smell" clean after my cleaning visit?

Many household over-the-counter cleaners are loaded with chemicals and fake fragrances that can leave your house "smelling good". Truth is, using more natural products are just as effective and even safer to use in your home. Each product we use has both you and our employees' safety as well as the environment in mind!

Do I need to start with a deep cleaning?

Chances are if you are even questioning it, the answer is yes! It is most ideal to start with a deep cleaning to get your home ready for routine maintenance. Soap scum buildup on the shower door or dark spots on the bottom of the tub? Dust collecting on light fixtures, fan blades, and on window sills? Backslash in the kitchen full of splattered pasta sauce or grease from years of cooking? We need extra time to deep scrub all of the surfaces in your home, a regular maintenance cleaning just won't do the trick.

How do I pay for my visit?

We collect your payment information during the estimate/booking process to allow for hassle free payment! We will not charge you until the day of your scheduled cleaning.

Do I need to be home during my cleaning?

Most of our clients are busy at work while we are busy sprucing up their home for them! So the answer is no, you do not have to be there. We ask you to provide us with a way of entry whether that is a spare key, garage code, or entry door code. We always lock up behind us when leaving unless instructed otherwise by the client. If in the event the cleaners are not able to get in there may be a "lock out" fee charged for that visit.

Why doesn't your company move heavy furniture, beds, couches, stoves, or refrigerators to clean behind?

This is a great question! All Spruced Up Cleaning Co LLC is committed to the safety of our employees as well as complying with our current insurance policy coverage. Moving larger and heavy furniture can not only put our employees at risk for injury, but there is also a chance we may damage your floors/walls/electrical/gas lines while doing so. If these areas need to be cleaned we would LOVE to help. All we ask is that the homeowner provides us with a 24-48 hour notice if these areas need to be addressed and have them moved prior to your scheduled appointment. Any other questions regarding this policy feel free to email us!

What if I am not 100% satisfied with my service?

We offer a 24-48 hour window to contact the office in the event if you are not completely satisfied. We want to provide you with quality service and value your feedback. We ask that you show grace to our workers and kindly contact us to address any needs that were not met. We will happily offer a solution for you!

What if I need to cancel my cleaning?

Life happens, we get it! Service reliability is extremely important to us. We will turn down business to not disrupt your regularly scheduled cleaning. We please ask that you show the same respect. We request that you give us a minimum of 24-48 hours advance notice. Monday clients must call before noon on the previous Friday. Our business number, 330-397-2815, is available to you at all times. Failure to provide adequate notice could result in a \$50 late cancellation fee for routine services and from 50%-100% of your estimated cost for one-time/initial service. We understand that circumstances arise that require a cancellation, but if a client has excessive cancellations/reschedules, we reserve the right to cancel all future cleanings.

If there are any additional questions that were not covered here, please feel free to contact us via phone at (330)-397-2815 or email us at officeallsprucedup@gmail.com. Thank you for taking the time to read over our policies and FAQ's.