

CLEANING SERVICES

Intake form

CLIENT INFORMATION

Name: Email:
Address: Phone:
Services address:

HOUSE INFORMATION

#Bedrooms: # Dining Rooms : #Bathrooms:
#Offices : # Living rooms : Square footage:
Flooring type:

What type of residence do you have??

☐ Condo ☐ House ☐ Apartment Other:

Do you have any pets? ☐ Yes ☐ No

ACCESS INFORMATION

Gate code: Garage code: Parking:
Door code: Alarm code: Other:
Key issue: Guest WiFi code:

SERVICES AND PRICING

☐ Deep cleaning ☐ Residential cleaning ☐ Construction cleaning ☐ Move in\out cleaning

CLEANING SERVICES

Intake form

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ADD ON SERVICES

- | | |
|--|-------------------------|
| <input type="radio"/> Complete wall wash | \$60 |
| <input type="radio"/> Interior oven clean | \$40 |
| <input type="radio"/> Interior complete window clean | \$5 Per Standard Window |
| <input type="radio"/> Interior fridge clean | \$40 |
| <input type="radio"/> Interior Pantry clean | \$30 Standard Size |

Total:

How often do you want us to clean your home?

☐ Weekly ☐ Bi-weekly ☐ Monthly ☐ One-time

☐ Other:

What is your preferred cleaning schedule? (Day of the week, time of day, etc.)

.....

Are there any areas or items that require special attention or cleaning products?

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Is there anything else you would like us to know about your home or cleaning needs?

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CLEANING SERVICES CONTRACT

This service agreement is dated _____ and is between Clean & Cozy Co LLC and _____

Client agrees to pay Service Provider the sum of _____ for the Services to be rendered. Payment shall be made at the time of service. In the event that payment is not received by the due date, a late fee of \$25 will be charged.

GUARANTEE

Service Provider guarantees that the Services will be performed in a professional and workmanlike manner, and that all equipment and materials used in connection with the Services will be of good quality and safe for their intended use. If Client is not satisfied with the Services, Service Provider will re-perform the Services at no additional charge or refund the Client the amount paid for the Services.

EMPLOYEES

Service Provider shall be responsible for all its employees and agents used to perform the Services. Service Provider represents and warrants that its employees and agents are qualified to perform the Services and have been subjected to background checks, drug testing, and other checks as required by law. Service Provider shall be responsible for any injury or damage caused by its employees or agents.

PRIVACY

Privacy Service Provider shall treat all information about Client as confidential and shall not disclose it to any third party without the Client's prior written consent. Service Provider shall use Client's information only to perform the Services.

DATE AND TIME

The Services shall be performed on the discussed date. If for any reason Service Provider is unable to perform the Services on the scheduled date, Service Provider will promptly notify Client and reschedule the Services for a mutually convenient time.

CLEANING SERVICES CONTRACT

CANCELLATION

Client may cancel the Services at any time by providing Service Provider with written notice. In the event of cancellation, Service Provider shall refund any amount paid for the Services not performed.

TERMINATION

Termination Either party may terminate this Agreement at any time by providing the other party with written notice. Service Provider shall be entitled to payment for all Services performed up to the date of termination.

INSURANCE

Service Provider shall maintain, at its own expense, commercial general liability insurance with limits of not less than \$500, 000 per occurrence and \$1,000,000 in the aggregate. Service Provider shall provide Client with proof of insurance upon request.

INDEMNIFICATION

Service Provider shall indemnify and hold harmless Client from any and all claims, damages, expenses, or liabilities arising out of or in connection with the performance of the Services, including but not limited to claims for personal injury, property damage, or wrongful death, whether caused by the negligence of Service Provider or otherwise.

GOVERNING LAW

Governing Law This Agreement shall be governed by and construed in accordance with the laws of YOUR STATE HERE.

CLEANING SERVICES CONTRACT

ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes all prior understandings, agreements, or representations, whether written or oral. No modification, amendment, or waiver of any provision of this Agreement shall be effective unless in writing and signed by the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

.....
CLIENT NAME

.....
CLIENT SIGNATURE

.....
CLEANER SIGNATURE

.....
DATE

Notes
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.....
.....

Cleaning Services RESIDENTIAL CLEANING

For:

Date of service:

Phone/Contact:

Location:

KITCHEN

- ☐ Wipe down all countertops and cabinets
- ☐ Clean the sink and faucet
- ☐ Wipe all small appliances
- ☐ Sweep and mop or vacuum the floor
- ☐ Clean the exterior of all appliances
- ☐ Clean the backsplash
- ☐ Clean all switches and handles
- ☐ Empty the garbage and recycling bins

BEDROOMS & COMMON AREAS

- ☐ Dust all surfaces
- ☐ Vacuum or sweep and mop floors
- ☐ Clean all switches and handles
- ☐ Clean all mirrors and glass surfaces
- ☐ Dust all furniture, shelves, and decor
- ☐ Change the bedding and linens
- ☐ Empty the garbage and recycling bins

BATHROOMS

- ☐ Clean and disinfect the toilet, sink, shower, and bathtub
- ☐ Clean all mirrors and glass surfaces
- ☐ Wipe down all countertops and cabinets
- ☐ Clean the tiles and grout
- ☐ Clean all switches and outlets
- ☐ Sweep and mop or vacuum the floor
- ☐ Clean the exterior of the toilet and bathtub
- ☐ Empty the garbage and recycling bins

ADD-ONS

- ☐ Pantry Cleaning
- ☐ Organization
- ☐ Window Cleaning
- ☐ Interior Appliance clean
- ☐ Outdoor spaces Cleaning
- ☐ Carpet Shampooing
- ☐ Room Add-ons

Other

☐

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☐

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☐

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Cleaning Services

CONSTRUCTION CLEANING

For:

Date of service:

Phone/Contact:

Location:

PRE-CLEANING

- ☐ Conduct a walkthrough of the construction site to assess the scope of work.
- ☐ Determine what type of cleaning is required (rough cleaning, final cleaning, touch-up cleaning).
- ☐ Obtain any necessary permits to access the site.
- ☐ Ensure all construction materials and equipment have been removed from the site.
- ☐ Ensure that all utilities have been properly disconnected and turned off.
- ☐ Ensure that all safety hazards have been identified and addressed.
- ☐ Set up equipment and supplies necessary for cleaning.

INTERIOR CLEANING

- ☐ Remove all debris, including wood scraps, drywall pieces, and other construction materials.
- ☐ Sweep and vacuum all floors, including corners and hard-to-reach areas.
- ☐ Clean all windows and glass surfaces, removing any stickers or residue.
- ☐ Clean all surfaces, including walls, ceilings, and baseboards.
- ☐ Clean all bathrooms, including toilets, sinks, and showers.
- ☐ Clean all kitchen and break room areas, including countertops and cabinets.
- ☐ Clean all interior doors, including frames and hardware.
- ☐ Remove all dust and debris from HVAC vents and air ducts.

EXTERIOR CLEANING

- ☐ Remove all debris from the exterior of the building and surrounding areas.
- ☐ Power wash all exterior surfaces, including walls, windows, and sidewalks.
- ☐ Clean all exterior fixtures, including lights and signs.
- ☐ Sweep and clean all exterior entryways and doorways.
- ☐ Remove all construction-related debris and materials from the site.

Cleaning Services CONSTRUCTION CLEANING

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SAFETY CHECK

- ☐ Check that all exit and emergency lighting is in working order.
- ☐ Check that all smoke detectors and fire alarms are in working order.
- ☐ Check that all electrical outlets and switches are in working order.
- ☐ Check that all plumbing fixtures and water sources are in working order.
- ☐ Check that all doors and windows open and close properly.

FINAL INSPECTION

- ☐ Conduct a final walkthrough of the site to ensure that all work has been completed and meets the agreed-upon standards.
- ☐ Address any remaining issues or concerns.
- ☐ Obtain client sign-off on the completion of the project.

Other

- ☐
- ☐
- ☐
- ☐

For:
Location:
Date of service:
Client name:

Cleaning Services DEEP CLEANING

KITCHEN

- ☐ Clean and disinfect countertops, including backsplash and walls behind them.
- ☐ Clean and disinfect sink and faucet.
- ☐ Clean exterior and interior of all appliances (fridge, dishwasher, oven, microwave).
- ☐ Clean stovetop and oven range, including burners and grates.
- ☐ Clean cabinets, drawers, and pantry shelves inside and out.
- ☐ Clean exhaust fan and filter.
- ☐ Clean floors thoroughly, including under appliances.
- ☐ Wipe down all small appliances (coffee maker, toaster).
- ☐ Clean the inside of the fridge, including shelves and drawers.
- ☐ Clean the inside of the oven and microwave.
- ☐
- ☐

BATHROOMS

- ☐ Clean and disinfect the toilet, sink, and shower/tub.
- ☐ Clean the walls, tiles, and grout.
- ☐ Clean the mirror and all glass surfaces.
- ☐ Clean the cabinets and drawers, inside and out.
- ☐ Clean the exhaust fan and filter.
- ☐ Clean the floors thoroughly, including the area around the toilet.
- ☐ Clean and disinfect the showerhead.
- ☐ Clean the shower doors or curtains.
- ☐ Wash the bathmat and shower curtain liner.
- ☐ Clean the inside of the medicine cabinet.
- ☐

LIVING-ROOM

- ☐ Dust all surfaces, including shelves, picture frames, and electronics.
- ☐ Vacuum all carpets and rugs, including under furniture.
- ☐ Clean all windows, blinds, and curtains.
- ☐ Clean all upholstery, including sofas, chairs, and cushions.
- ☐ Polish any wooden furniture, including tables and bookshelves.
- ☐ Clean any glass tabletops.
- ☐ Vacuum any lampshades.
- ☐ Dust any artificial plants.

Cleaning Services

DEEP CLEANING

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BEDROOMS

- ☐ Dust all surfaces, including nightstands, dressers, and lamps.
- ☐ Vacuum all carpets and rugs, including under furniture.
- ☐ Clean all windows, blinds, and curtains.
- ☐ Change the bedding and wash all linens, including sheets, pillowcases, and comforters.
- ☐ Polish any wooden furniture, including bed frames and dressers.
- ☐ Clean any mirrors or other glass surfaces.
- ☐ Vacuum under the bed.
- ☐ Dust any decor or artwork on the walls.
- ☐
- ☐

Additional

- ☐
- ☐
- ☐
- ☐
- ☐

Notes

Cleaning Services MOVE-IN/OUT CLEANING

For:

Date of service:

Phone/Contact:

Location:

KITCHEN

- ☐ Clean all appliances, including the oven, stove, refrigerator, microwave, and dishwasher.
- ☐ Wipe down all countertops and cabinets
- ☐ Clean the sink and faucet
- ☐ Clean the backsplash and tiles
- ☐ Clean all switches and outlets
- ☐ Vacuum or sweep and mop floors

BEDROOMS

- ☐ Dust all surfaces, including baseboards, window sills, and light fixtures
- ☐ Clean all mirrors and glass surfaces
- ☐ Vacuum or sweep and mop floors
- ☐ Clean all switches and outlets
- ☐ Clean all doors and handles
- ☐ Wash all bedding and linens

BATHROOM

- ☐ Clean and disinfect all surfaces, including the sink, toilet, shower, and bathtub.
- ☐ Clean the mirrors and glass surfaces.
- ☐ Clean the cabinets and drawers, both inside and out.
- ☐ Remove any soap scum, mildew, or grime.

ENTRY WAY & LIVING ROOM

- ☐ Dust all surfaces, including baseboards, window sills, and light fixtures
- ☐ Clean all mirrors and glass surfaces
- ☐ Vacuum or sweep and mop floors
- ☐ Clean all switches and outlets
- ☐ Clean all doors and handles
- ☐ Clean any entryway rugs or mats

MISCELLANEOUS

- ☐ Dust all blinds and window treatments
- ☐ Clean all windows and window tracks
- ☐ Dust all ceiling fans and light fixtures
- ☐ Clean all vents and air filters
- ☐ Clean all closets and shelves

Other

- ☐
- ☐
- ☐
- ☐



CANCELLATION *Policy*

We understand that unforeseen circumstances may arise, leading to the need to cancel or reschedule cleaning services. To provide the best service to all our clients, we have established the following cancellation policy:

Cancellation Notice: We require a minimum of 48 Hours advance notice for any cancellations or rescheduling of cleaning appointments. This allows us to adjust our schedule and accommodate other clients.

Late Cancellations/No-Shows: Cancellations made with less than 48 Hours notice or failure to be present during the scheduled appointment time may result in a cancellation fee of \$25.

Rescheduling: We understand that plans may change. Clients can reschedule their cleaning appointment without penalty if done within the specified cancellation notice period.

Emergency Circumstances: We empathize with unexpected emergencies. If you encounter unforeseen situations that prevent you from keeping your appointment, please contact us as soon as possible to discuss your situation.

Contact Information: To cancel or reschedule an appointment, please contact us by phone 573-366-8443 during our business hours.

This policy ensures fairness to both our clients and our cleaning professionals, allowing us to maintain a consistent and reliable service for everyone.

By scheduling a cleaning appointment with Clean & Cozy Co LLC, you agree to adhere to our cancellation policy.

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CLIENT NAME

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CLIENT SIGNATURE

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CLEANER SIGNATURE

.....
DATE



PHOTO + VIDEO RELEASE

For

I, _____, hereby grant Clean & Cozy Co LLC permission to use my likeness in photographs and/or videos taken for the purpose of promoting and documenting the services provided by Clean & Cozy Co LLC

I understand and agree that these materials may be used in various publications, websites, social media platforms, advertisements, or any other media outlets controlled by Clean & Cozy Co LLC. These materials may be used without any further approval from me and without any compensation for their use.

I hereby waive any right to inspect or approve the finished photographs or videos or any printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photographs or videos.

I release, discharge, and hold harmless Clean & Cozy Co LLC, its employees, agents, and affiliates from any and all claims, demands, or causes of action that I may have against them by reason of anything contained in the photographs or videos or any of the uses thereof.

This release shall be binding upon me, my heirs, legal representatives, and assigns.

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CLIENT NAME

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CLIENT SIGNATURE

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CLEANER SIGNATURE

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DATE