



One-Time Cleaning Questionnaire

Contact Info:

Customer Name _____ Today's Date _____
Cell phone _____ E-mail address _____ Work phone _____

Which of our cleaning service options are you interested in?

☐ Detail Clean ☐ Move-In ☐ Move-Out ☐ Construction Clean-Up

If Move-In/Move-Out Service:

Will this location be furnished at the time of cleaning? ☐ Yes ☐ No

Will there be trash/recycling to dispose of during this cleaning? ☐ Yes ☐ No

If yes, please tell us where the bins are located and give any special instructions needed to access the area: _____

1) What is the physical address of the location to be cleaned?

Street Address _____

City _____ State _____ Zip _____

What is the name of your building, (if applicable)? _____

What area is this? ☐ Downtown ☐ Queen Anne ☐ Magnolia ☐ Capitol Hill ☐ First Hill

☐ SLU ☐ Other (Please specify) _____

2) How would you like your invoice? ☐ Email ☐ Paper Invoice

E-mail address for invoice _____

Address for paper invoice _____

Street Address 1 _____ Street Address 2 _____

City _____ State _____ Zip _____

*If this is a construction or real estate cleaning, who will be responsible for payment?

Name _____ E-mail address (for invoicing) _____

5) What is the square footage of the area to be cleaned? _____ sq. ft.

Number of bedrooms: _____ Number of bathrooms: _____

6) Who can we thank for your business?

- ☐ Building Concierge? Name _____
- ☐ Friend? Name _____ ☐ Flyer
- ☐ Other: Please tell us how you learned about us _____
- _____

7) How will we access your home/property? _____

Have you let the concierge know we have permission to enter? ☐ Yes ☐ No

**Our regular service includes the kitchen, all bathrooms, all additional rooms, and the vacuuming and/or wiping of floors. On a One-Time clean, we also offer the following:*

Please check all additional tasks you would like us to complete during this cleaning:

KITCHEN:

- ____ REMOVE ALL COBWEBS ON CEILINGS AND UPPER EDGES OF WALLS/CEILINGS
- ____ CLEAN LIGHT FIXTURES
- ____ DUST/SWIFFER WALLS
- ____ DUST/SWIFFER CEILINGS
- ____ WET WIPE WALLS
- ____ WET WIPE CEILINGS
- ____ CLEAN SPACE ABOVE THE CABINETS
- ____ WIPE ONLY INSIDE OF CABINETS
- ____ WIPE ONLY OUTSIDE OF CABINETS
- ____ WIPE ALL CLOSET SHELVES
- ____ CLEAN INSIDE OF OVEN
- ____ WIPE TOP OF REFRIGERATOR
- ____ DETAIL CLEAN INSIDE OF REFRIGERATOR
- ____ DETAIL CLEAN INSIDE OF THE FREEZER
- ____ MOVE REFRIDGERATOR AND CLEAN UNDER IT
- ____ FULL DETAIL OF INSIDE OF DISHWASHER
- ____ WIPE BASEBOARDS/WINDOW SILLS
- ____ WIPE DOORS/DOOR JAMS
- ____ DAMP WIPE WOOD/TILE FLOORS
- ____ DETAIL CLEAN FLOOR GROUT
- ____ CLEAN WINDOWS
- ____ CLEAN MICROWAVE INSIDE

BATHROOMS:

- ___ REMOVE ALL COBWEBS ON CEILINGS AND UPPER EDGES OF WALLS/CEILINGS
- ___ DETAIL CLEAN TOILETS
- ___ DETAIL CLEAN TUBS/SHOWERS
- ___ DETAIL CLEAN FANS
- ___ CLEAN LIGHT FIXTURES
- ___ DUST/SWIFFER WALLS
- ___ DUST/SWIFFER CEILINGS
- ___ WET WIPE WALLS
- ___ WET WIPE CEILINGS
- ___ CLEAN SPACE ABOVE THE CABINETS
- ___ WIPE ONLY INSIDE OF CABINETS
- ___ WIPE ONLY OUTSIDE OF CABINETS
- ___ WIPE ALL CLOSET SHELVES
- ___ WIPE BASEBOARDS/WINDOW SILLS
- ___ WIPE DOORS/DOOR JAMS
- ___ DAMP WIPE WOOD/TILE FLOORS
- ___ DETAIL CLEAN FLOOR GROUT
- ___ VACUUM CARPETED AREAS

LIVING ROOM/BEDROOMS/OFFICE/HALLWAYS ETC:

- ___ REMOVE ALL COBWEBS ON CEILINGS AND UPPER EDGES OF WALLS/CEILINGS
- ___ CLEAN LIGHT FIXTURES
- ___ DUST/SWIFFER WALLS
- ___ DUST/SWIFFER CEILINGS
- ___ CLEAN CEILING FANS
- ___ WET WIPE WALLS
- ___ WET WIPE CEILINGS
- ___ WIPE ALL CLOSET SHELVES
- ___ SWIFFER ALL BLINDS (**PLEASE NOTE: We do not recommend wiping any blinds as the dust transfers to the strings of the blinds and makes them dirty. We suggest having your blinds dipped for cleaning if they need a deep cleaning. We can suggest a vendor for this service.)
- ___ WIPE BASEBOARDS/WINDOW SILLS

LIVING ROOM/BEDROOMS/OFFICE/HALLWAYS ETC. (CONTINUED):

___ WIPE DOORS/DOOR JAMS

___ DAMP WIPE WOOD/TILE FLOORS

___ VACUUM CARPETED AREAS

___ CHANGE SHEETS ON BED (If selected, please let us know where to find clean linens and what you would like us to do with the soiled linens.)

___ CLEAN WINDOWS

___ CLEAN FIREPLACE

___ CLEAN DECK/BALCONY

___ CLEAN OUTSIDE WINDOWS REACHABLE BY DECK/BALCONY

LAUNDRY AREA:

___ REMOVE ALL COBWEBS ON CEILINGS AND UPPER EDGES OF WALLS/CEILINGS

___ WET WIPE WALLS

___ WET WIPE CEILINGS

___ DUST/SWIFFER WALLS

___ DUST/SWIFFER CEILINGS

___ WIPE ONLY INSIDE OF CABINETS

___ WIPE ONLY OUTSIDE OF CABINETS

___ DETAIL CLEAN INSIDE OF WASHER AND DRYER

___ CLEAN UNDER AND AROUND THE WASHER/DRYER

___ WIPE BASEBOARDS/WINDOW SILLS

___ WIPE DOORS/DOOR JAMS

___ CLEAN LIGHT FIXTURES

___ WIPE ALL CLOSET SHELVES

___ DAMP WIPE WOOD/TILE FLOORS

___ VACUUM CARPETED AREAS

___ CARPET SHAMPOOING* (We do NOT offer this service, but we do have a preferred vendor who we can complete this for you.)

Any additional special instructions for our team?

Are you interested in a quote for on-going service? ☐ Yes ☐ No

If Yes, how often? ☐ Weekly ☐ Every Other Week ☐ Every Fourth Week ☐ On Call

Terms of Service

Rates & Billing Information

- We charge \$49.50 per hour, per person + \$24.75 base fee.
- We send billing out on the business day following your service.
- Your invoice will include the option to "Review & Pay" with a credit card or via bank transfer.
- We also accept Zelle payments: excellenceinhousekeepingWA@gmail.com, and paper checks. Please make checks payable to: "Excellence in Housekeeping, LLC" and mail to: P.O. Box 2066, Milton WA 98354

Payments are due within 15 days of receipt of invoice. Account balances not paid within 60 days may be assessed a finance charge and **cleanings may be suspended**.

If legal action is taken to pursue payment, you will be fully responsible for any fees associated with this legal action.

PLEASE NOTE: Typically, our Move-Out Cleanings can be very time intensive, depending on what you want done.

Once we receive approval of our bid-pricing, we will get your cleaning scheduled as quickly as possible!

Please feel free to reach out with any questions.

We look forward to working with you!

Excellence
in Housekeeping LLC

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FOR OFFICE USE ONLY

BID AMOUNT _____

DATE SENT _____