



## Jak & Zam Conglomerate Ltd

The Joiners Shop the Historic Dockyard,  
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# Deep Cleaning Checklist

FOR:

PHONE:

DATE OF SERVICE:

LOCATION:

LIVING/ FAMILY ROOM	COMPLETED
<input type="checkbox"/> Clean light fixtures & Remove cobwebs from ceiling	
<input type="checkbox"/> Clean blinds, ledges, windowsills & inside windows.	
<input type="checkbox"/> Dust and clean electronics & lampshades	
<input type="checkbox"/> Clean and hand wipe wood furniture	
<input type="checkbox"/> Organize and tidy sundry items (Limited to 5 items)	
<input type="checkbox"/> Clean surfaces, shelves & decor, etc.	
<input type="checkbox"/> Vacuum furniture & pillows/Cushions	
<input type="checkbox"/> Vacuum under "accessible" furniture move only light furniture.	
<input type="checkbox"/> Sweep, vacuum/ mop the floors and Sanitize handles, switches & bar	

KITCHEN	COMPLETED
<input type="checkbox"/> Degrease cooker/hob screen	
<input type="checkbox"/> Clean and disinfect countertops	
<input type="checkbox"/> Clean and polish faucet and sink	
<input type="checkbox"/> Clean cabinets (Outside) Inside if empty & appliances (outside) microwave oven inside out	
<input type="checkbox"/> Sanitize handles, switches & bar	
<input type="checkbox"/> Clean Skirting/baseboards	
<input type="checkbox"/> Clean light fixtures, blinds, and vents	
<input type="checkbox"/> Spot clean Inside kitchen cabinets and walls	
<input type="checkbox"/> Clean sink including plugholes	
<input type="checkbox"/> Vacuum/ sweep & mop floors	
<input type="checkbox"/> Wipe bin can & replace liner	

THE ENTIRE HOUSE	COMPLETED
<input type="checkbox"/> Spray air freshener in each room	
<input type="checkbox"/> Clean washer & dryer (Outside)	
<input type="checkbox"/> Clean down/ dust surfaces	
<input type="checkbox"/> Clean blinds, ledges, & windowsills	
<input type="checkbox"/> Clean Radiators	
<input type="checkbox"/> Vacuum/ sweep & mop floors	
<input type="checkbox"/> Remove all cobwebs	
<input type="checkbox"/> Spot clean walls and around light switches.	
<input type="checkbox"/>	

DINING ROOM	COMPLETED
<input type="checkbox"/> Wipe down/ dust surfaces	
<input type="checkbox"/> Clean light fixtures & Remove cobwebs from ceiling	
<input type="checkbox"/> Clean blinds, ledges, windowsills & inside windows.	
<input type="checkbox"/> Sanitize handles, switches & bar	
<input type="checkbox"/> Set table, organize, and tidy decor	
<input type="checkbox"/> Vacuum/ sweep & mop floors	

BEDROOMS (#____)	COMPLETED
<input type="checkbox"/> Clean light fixtures & remove cobwebs from ceiling	
<input type="checkbox"/> Quick Declutter (Limited to 5 items)	
<input type="checkbox"/> Make the bed, tuck in sheets (if linen left out and bed undress prior)	
<input type="checkbox"/> Clean furniture & accessories	
<input type="checkbox"/> Clean screens & mirrors	
<input type="checkbox"/> Clean blinds, ledges, windowsills & inside windows.	
<input type="checkbox"/> Shake out rugs as needed	
<input type="checkbox"/> Spot clean closet floors & doors	
<input type="checkbox"/> Vacuum/ sweep & mop floors	

BATHROOMS/SHOWER (#____)	COMPLETED
<input type="checkbox"/> Sanitize toilet, clean ventilator & remove cobwebs	
<input type="checkbox"/> Clean & sanitize sink, faucets & top	
<input type="checkbox"/> Clean cabinets (inside if empty), doors & baseboards	
<input type="checkbox"/> Clean & sanitize wash basin/shower/ bathtub	
<input type="checkbox"/> Clean and polish mirrors, faucets and glass	
<input type="checkbox"/> Windows, ledges, windowsills & inside windows.	
<input type="checkbox"/> Spray and deodorize bathroom/shower	
<input type="checkbox"/> Clean trash can & replace liner	
<input type="checkbox"/> Vacuum/ sweep & mop and disinfect floors	
<input type="checkbox"/> Completely remove grimes/soapy scums on shower or bath screens.	

STAIRS/ ENTRY/ HALLWAYS	COMPLETED
<input type="checkbox"/> Remove all cobwebs	
<input type="checkbox"/> Clean light fixtures & ceiling (Only when reachable)	

<input type="checkbox"/>		<input type="checkbox"/> Wipe down/ dust surfaces	
		<input type="checkbox"/> Clean and straighten out decor	
<b>JOB TIME START:</b>	<b>FINISH:</b>	<input type="checkbox"/> Clean surfaces, shelves, coat racks	
<b>CREW MEMBERS:</b>		<input type="checkbox"/> Clean walls & doors	
		<input type="checkbox"/> Vacuum stairs	
<b>CLIENT SIGNATURE:</b>		<input type="checkbox"/> Sweep/ vacuum & mop the floors	

#### ALWAYS INCLUDED:

- Our highly skilled, friendly, and vetted Jak & Zam trained cleaners
- £4,000,000 of insurance to keep you and your belongings safe.
- Unparalleled customer service by email, live-chat and telephone
- Great discounts for regular cleaning
- Jak & Zam satisfaction guarantee

### Service Terms & Conditions

#### Booking and Confirmation

- All bookings must be made through our official channels (website, phone, email). A booking is confirmed only after receiving a confirmation email from the Company.
- The client is responsible for providing accurate information regarding the property and specific cleaning requirements.

#### Cancellation and Rescheduling

- Cancellations or rescheduling must be made at least 24 hours in advance. Cancellations made within this period may incur a cancellation fee.
- The Company reserves the right to cancel or reschedule services in the event of unforeseen circumstances. Clients will be notified promptly.

#### Company Obligations

- Company will provide trained and qualified cleaners to perform the Services.
- The Company will ensure the Services are performed in a professional manner and to a high standard.
- The Company reserves the right to attend the site with available operatives to make sure the job is completed, unless the customer has clearly outlined reasons for specific operatives or cleaning professionals.
- The Company will provide its own cleaning supplies and equipment, except for items specified to be provided by the Client.

#### Client Obligations

- The Client will provide access to the premises and all necessary utilities required for the Company to perform the Services.
- The Client will ensure the safety and security of the premises and notify the Company of any hazards or special conditions.
- The Client agrees to provide any specific cleaning supplies and equipment as specified in the service agreement.
- The Client shall provide parking or give accurate information to help with parking to avoid being liable for parking fines.
- The Client shall provide accurate and up-to-date information regarding the condition of the property, including photos or videos, to aid in providing a more accurate quote or estimate.

#### Complaints

- All complaints are taken seriously. If you are not happy with any aspect of our service, please call us as soon as possible and give us the chance to rectify it. Your custom is very important to us, and we want you to be happy.
- If the Client is dissatisfied with a currently occurring service, the Company asks that the Client notifies us as soon as they notice anything that might be to their dislike by calling **0330 043 3045**. Please do not wait until the service ends.

#### Supplementary Terms

- If the Client requests keys to be collected by the Company's operatives from a third party's address, then a £10.00 charge will apply. The charge will cover only the pick-up of keys. If said keys need to be returned to the third party's address or any other address, an additional charge of £10.00 will apply.
- The Company reserves the right to re-evaluate rates at any time should the Client's initial list of tasks change.
- The Company reserves the right to amend the initial quotation, should the Client's original requirements change.

- If any estimates of how long it will take the cleaning operatives to complete the job are provided, those are only estimates based on the average time it takes to clean a home or an office of similar size to the Client's. A degree of flexibility may be required. Please note that one-off cleans may take longer to complete due to longer intervals between cleaning sessions, the number and type of cleaning tasks required, compared to the regular maintenance cleaning of the same property.
- The Client understands that the price quoted may vary according to the condition of the property and room sizes.
- The Company shall endeavour to arrange a replacement cleaner if your regular cleaner cannot attend a scheduled visit and will inform the Client prior to the visit.
- Post-Construction Cleaning (Builders Cleaning), Event Cleaning, or badly neglected homes

#### **Equipment**

- Cleaning materials are provided by the Company. If the Client requires the use of their solutions or equipment, they must be safe to use/operate, in full working order, and must not require any special skills to be used for the purpose of cleaning.
- If the Client has equipment that is complicated to operate, the Client must provide clear and detailed instructions to the Cleaner.
- If the Client requires the Cleaner to use their own materials and equipment, including a vacuum cleaner, the Company cannot accept any liability should anything go wrong with either the equipment or the outcome of using it.

#### **Refunds**

- No refund claims will be given once the cleaning service has been carried out. If for any reason the Client is dissatisfied with any aspect, they must notify the Company within 24 hours, and this will be rectified.
- Refunds will be issued only if the Client has cancelled a cleaning visit within the allowed time (24 hours) prior to the start of the cleaning session and a payment has been already received by the Company.
- Refunds will be issued if a Cleaner does not attend a cleaning visit, payment for which has been already received by the Company.

Our full-service terms and conditions can be found: [CLICK HERE](#)

JAK & ZAM  
CLEANERS  
Pre-Cleaning Magic  
*Begins Here!*