

Coatney Cleaning Services

Maintenance Cleaning Checklist

All Areas

- Clean & disinfect high-touch surfaces
- Dust décor & furniture (tables, lamps, etc.)
- Vacuum floors & stairs
- Mop all hard-surface floors
- Tidy/straighten areas & make beds (optional – must be requested)
- Empty trash

Please note: Excess clutter, excessive décor, or large amounts of knick-knacks may limit the ability to dust thoroughly. Surfaces must be reasonably cleared for cleaning.

Kitchen

- Clean sink & faucet (Sink must be empty and ready prior to service)
 - Clean countertops
 - Wipe down small appliances and items on countertops
 - Clean inside & outside of microwave
 - Wipe down exterior of all appliances
 - Spot clean cabinet exteriors as needed
-

Bathrooms

- Clean counters & items on counters
- Clean sink & faucet
- Clean & disinfect toilets
- Clean tubs/showers
- Dust light fixtures
- Clean mirrors
- Spot clean cabinet exteriors as needed

Service Policies & Client Agreement

Payment

Payment is due within 24 hours after service completion.

A \$25 late fee will be added after 24 hours, plus \$10 per additional day until paid.

Accepted payments: Venmo, cash, or checks payable to Morgan Coatney.

Cancellations

A minimum of 24 hours' notice is required for cancellations or schedule changes.

Failure to provide notice may result in a fee of up to 50% of the scheduled cleaning cost.

Access & Lock-Up

Clients are responsible for providing access to the home at the scheduled time.

If access is unavailable, a fee of up to 50% may apply.

Alarm systems must be properly disarmed prior to arrival.

Pets

Large animals must be secured so services can be completed efficiently.

Any urine, feces, or vomit must be cleaned prior to arrival.

A \$25 fee may apply if pet messes are present.

Health & Illness

Please notify me if anyone in the home is experiencing a contagious illness.

I reserve the right to reschedule services for health and safety reasons.

Supplies & Equipment

All standard cleaning supplies and equipment are provided unless otherwise discussed.

Clients must notify me in advance of any allergies, sensitivities, or product restrictions.

Breakage & Damage

Coatney Cleaning Services is not responsible for normal wear and tear, pre-existing damage, or improperly secured items.

Clutter & Knick-Knacks

I am unable to clean or dust around excessive clutter or large quantities of knick-knacks.

Surfaces must be reasonably cleared.

Areas more than 50% covered will not be cleaned.

Service Time Expectations

Cleaning services are based on the time allotted for the scheduled service.

Additional requests may require additional time and fees.

Safety

I reserve the right to refuse service due to:

- Bugs
 - Mold
 - Human or animal bodily excretions
 - Excessive clutter or unsafe conditions
-

Satisfaction Promise

Any concerns must be reported within 12 hours of service completion so I have the opportunity to make it right.

Client Agreement

By scheduling and allowing cleaning services to begin, the client confirms they have read, understood, and agreed to all terms and policies outlined above. Agreement to start services constitutes acceptance of these rules.



COATNEY
CLEANING SERVICES

Thank you so much for trusting me with your home. I truly appreciate every single client and the opportunity to do what I love. Your support means more to me than you know, and I never take it lightly.

As a small thank-you, I offer 10% off your next cleaning when you leave a Facebook review. Reviews help my small business grow, and I am so grateful for each one.

Thank you again for choosing Coatney Cleaning Services and for supporting a local small business – I genuinely appreciate you.

Morgan Coatney

Coatneycleaningservices.com

morgancoatney@gmail.com

402-326-4221