



STANDARD CLEANING CHECKLIST

ONGOING / RECURRING SERVICE

A standard cleaning is simply returning the home to the state that was achieved with the first time we cleaned it! It is not as thorough as a deluxe cleaning, but still a complete once over of everything.

Kitchen

- Spot clean all cabinet exteriors
- Dust all reachable light fixtures + wall decor + top of fridge (pick things up & dust under them)
- Spot clean backsplash
- Clean microwave (inside & out)
- Wipe countertops (picking up all items on the counter & cleaning under them)
- Dust / spot clean small appliances & other items on countertops
- Clean & polish oven exterior
- Clean & polish refrigerator exterior / wipe door handles and seals
- Clean & polish stovetop & hood vent
- Clean sink & polish faucets
- Remove trash, replace bag
- Vacuum & mop kitchen floor

Bathroom

- Clean mirrors (streak-free)
- Dust all reachable light fixtures + wall decor + surfaces (pick things up & dust under them)
- Wipe down / remove dust from fan
- Spot clean cabinet fronts
- Soak & Scrub shower & tub
- Clean counters (picking up all items on the counter & cleaning under them)
- Clean sinks & polish fixtures
- Disinfect toilet & toilet area
- Dust / Spot Wipe baseboards / side of tub
- Remove trash, replace bags
- Vacuum & mop bathroom floor

All Rooms

- Remove cobwebs
- Dust reachable light fixtures & ceiling fan blades (if reachable w/ 2 step stepladder)
- Dust wall art + A/C vents + all surfaces (pick things up & dust under them)
- Dust light switches & doorknobs
- Dust door frames & doors
- Dust windowsills & window ledges
- Dust baseboards & blinds
- Dust TV's, electronics, book tops, knick-knacks, lamps, etc.
- Dust all wood furniture
- Dust banisters & handrails
- Clean front door & back door glass
- Vacuum under all furniture (if possible)
- Vacuum living area furniture & crevices
- Vacuum & mop floor

Add-ons

These are requested by the customer according to your specific custom-cleaning requirements

- Clean interior oven
- Clean interior refrigerator
- Windows washed (inside only)
- Wall washing
- Polish wood furniture
- Hand Wash Baseboards
- Empty fireplace
- Vacuum furniture

WE DO NOT CLEAN

- Interior of dishwashers
- Interior of washers & dryers
- Under refrigerators / ovens unless they are moved out by the client (it is a liability as we don't want to damage anything!)

DELUXE CLEANING CHECKLIST

INITIAL DEEP CLEAN / ONE TIME DEEP CLEAN

With a One Time Deluxe Cleaning, we can give the portions of the home that need extra attention the time they need. We can give a second or third round of scrubbing if necessary!

Kitchen

- Hand wipe all cabinet exteriors
- Wipe all reachable light fixtures
- Wipe backsplash
- Clean microwave (inside & out)
- Clean countertops (picking up all items on the counter & cleaning under them)
- Hand wipe small appliances and other items on counter tops
- Clean & polish oven exterior
- Clean & polish refrigerator exterior
- Clean & polish stove top
- Clean hood vent
- Clean sink & polish faucets
- Remove trash, replace bag
- Vacuum & mop kitchen floor
- Clean interior oven

Bathroom

- Clean mirrors (streak-free)
- Wipe all reachable light fixtures
- Wipe down / remove dust from fan
- Wipe cabinet fronts
- Scrub shower & tub (give 2-3 rounds if needed)
- Clean counters (pick things up & clean under them)
- Clean sinks & polish fixtures
- Disinfect toilet & toilet area
- Vacuum bathroom rugs
- Remove trash, replace bags
- Vacuum & mop floor

All Rooms

- Remove cobwebs
- Wipe all reachable light fixtures & ceiling fan blades (If reachable with 2 step ladder)
- Dust wall art & A/C vents
- Disinfect/wipe light switches & doorknobs
- Hand wipe door frames & doors
- Hand wipe windowsills & window ledges
- Dust baseboards & blinds
- Spot wash baseboards
- Dust TV's, electronics, book tops, knick-knacks, lamps, etc. (pick things up & dust under them)
- Hand polish all wood furniture
- Dust banisters & handrails
- Clean front door / back door glass
- Vacuum under all furniture (if possible)
- Vacuum carpet edges with attachment
- Vacuum living area furniture & crevices
- Vacuum & mop floor

Add-ons

*These are requested by the customer according to your specific cleaning needs.

- Clean interior oven
- Clean interior refrigerator
- Windows washed (inside only)
- Wall washing
- Hand wash Baseboards
- Empty fireplace

WE DO NOT CLEAN

- Interior of dishwashers
- Interior of washers & dryers
- Under refrigerators / ovens unless they are moved out by client (it is a liability as we don't want to damage anything).

DELUXE CLEANING CHECKLIST

MOVE IN - MOVE OUT

With a move in/out cleaning, we can give the portions of the home that need extra attention the time they need. We do our best to get everything as close to perfect as we can!

Kitchen

- Hand wipe all cabinet exteriors
- Vacuum + hand wipe all cabinet interiors
- Wet wipe all reachable light fixtures
- Wet wipe / scrub backsplash
- Clean microwave (inside & out)
- Clean countertops
- Clean & polish oven exterior
- Clean & polish refrigerator exterior
- Clean & polish stovetop & hood vent
- Clean sink & polish faucets
- Spot wet wipe walls
- Remove trash
- Vacuum & mop kitchen floor

Bathroom

- Clean mirrors (Streak-free)
- Wet wipe all reachable light fixtures
- Wet wipe down fan
- Wet wipe cabinet fronts
- Spot wet wipe walls
- Vacuum + wipe interior of cabinets
- Scrub shower & tub
- Clean counters
- Clean sinks & polish fixtures
- Disinfect toilet & toilet area
- Vacuum bathroom rugs
- Remove trash, replace bags
- Clean and disinfect bathroom floor

All Rooms

- Remove cobwebs
- Spot wet wipe walls
- Wet wipe all reachable light fixtures and ceiling fan blades (if reachable with 2 step ladder)
- Dust + hand wipe A/C vents
- Disinfect / wipe light switches & door knobs
- Hand wet wipe door frames & doors
- Hand wet wipe window sills & window ledges
- Hand wet wipe blinds
- Hand wet wash baseboards
- Hand polish all wood furniture
- Dust banisters & handrails
- Clean front door & back door glass
- Vacuum carpet edges with attachment
- Vacuum living area furniture & crevices
- Vacuum & mop floors
- If items are left in unit, please place in one generalized area

Add-ons

*These are requested by the customer according to your specific cleaning requirements.

- Clean interior oven
- Clean interior refrigerator
- Windows washed (inside only)
- Full Walls washing
- Empty fireplace

WE DO NOT CLEAN

- Interior of dishwashers
- Interior of washers & dryers
- Under refrigerators / ovens unless they are moved out by the client (it is a liability as we don't want to damage anything!)



information & policies / terms & conditions

before we arrive:

Before our cleaning team comes to pamper your house, please be sure the following items are considered:

- access to home is arranged ahead of time (will you provide us with a key, a code, hide a key, etc.?)
- winter time: we ask that your driveway is shoveled and walk-ways salted or ice scraped to avoid slipping and injury while our team carries equipment into your home.
- parking: please inform us if you do not want us parking in your driveway
- condition of home: to best facilitate our team, we ask that your home is organized to our minimum requirements.
- credit card information and preferred method of payment has been provided
- if we can not safely walk into a room, we will not clean it.
- most surfaces we will clean around if there are more than 20 items on it or “excessive” clutter.
- please note, we do not organize paperwork/ miscellaneous items, do laundry or wash dishes.
- we ask that kitchen sink is clear, counters/ surfaces have minimal clutter and dishes are put away for us to most efficiently and thoroughly care for your home.

cleaning contract

Unlike many other cleaning companies, we do not require you to sign a contract stating you will remain a client for a set amount of time as we believe our quality of work speaks for itself.

cancellation policies

If possible we ask for at least 48 hours notice for cancellation of a clean. If we have ample time, we can reschedule as needed or simply “skip” the clean and resume on the next regular scheduled day, whichever is your preference.

Please note that if service is cancelled with less than 24 hours notice, OR we are unable to access the home upon arrival, OR we are turned away at the door, a cancellation/lockout fee equal to 50% (half) the amount of your agreed rate for the canceled appointment will be charged.

This cancellation fee will be automatically charged to your credit card provided.

www.purezencleaning.com
hello@purezencleaning.com
(306) 988 8936

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In the event of stat holidays falling on a regular scheduled clean, we will contact you to reschedule.

If pure zen needs to cancel a scheduled cleaning appointment, 24 hours notice will be given to the client. If pure zen fails to give 24 hours notice, client will be offered one free cleaning.

We will not be held liable for any delays due to circumstances beyond our control. Weather & traffic may affect our estimated arrival times.

cleaning tasks

We reserve the right to refuse cleaning/ tasks that may be a health hazard or we do not feel comfortable with.

We do not climb higher than a 3-step ladder, move or lift heavy furniture, nor do we clean up urine, vomit, feces, and blood.

In the event we find mouse droppings, we will inform you and ask that a professional be contacted before we return for next visit.

In the event we find bed bugs, we cease services immediately until an exterminator has deemed the home clear.

We will try our best to reach visible places and higher placed items by hand or with a feather duster.

Please understand that dust and pet hair will resettle after we leave, we try to limit the dust in the air but cannot eliminate it entirely.

payments

Cash, cheque, email money transfer and credit card are all accepted methods of payment.

We prefer to receive at the time of cleaning but can arrange for periodic billing also. Please let us know what works best for you. Cheques are made payable to "pure zen cleaning" and email money transfers can be sent to "hello@purezencleaning.com".

In the event, you fail to make payments or installments, we reserve the right to cease work pending your payment or resolution of the dispute. We allow 30 days from time of services to make payment before interest charges incur.

We ask for a credit card number to be provided prior to our first clean to avoid penalties.

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damages

We will not be held responsible for damages caused by improperly installed items (such as wall hangings fastened by thumbtacks, etc.)

Please make note of any items that may be precariously placed and if possible mention to us.

In the event of accidental damages, you will be contacted and we will deal with reimbursement on a case by case basis.

We have liability insurance for \$2 million.

pure zen employees

All our employees provide extensive reference checks, clean criminal background checks & undergo an intensive training period before being allowed to enter homes alone.

pure zen is service bonded and insured.

cleaning products and equipment

pure zen provides the required cleaning supplies & equipment.

All our cleaning agents are eco-friendly, free from chemicals and toxins, biodegradable, and pet-friendly.

Please inform us if you have any plant based allergies or scent sensitivities so we can best accommodate you.

Tea tree, thyme, citrus and other essential oils are used in many of our products and they do have a natural scent.