

# Welcome to



## INTRODUCTION

*Thank you for choosing Casa Luxe Cleaning to care for your home. We're truly grateful for the opportunity to provide professional cleaning services in your home and to become a trusted part of your household routine.*

*These guidelines are designed to help us work together smoothly. They cover what you can expect from our team, how we work and what we need from you to deliver our best service.*

*Please take a few minutes to review this document and sign it before your first visit. If any guideline or policy is unclear, we're happy to walk you through it.*

### **Questions?**

*Reach out anytime at [info@casaluxecleaning.org](mailto:info@casaluxecleaning.org) or (208) 240-5231.*

## WHATS INCLUDED

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- **What to Expect**
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# About Casa Luxe Cleaning

*Casa Luxe Cleaning was built on the belief that a clean home creates space for a calmer, happier life. Casa Luxe Cleaning isn't just a cleaning service – it's a small business with a big heart, committed to helping families reclaim their time and enjoy a home that feels peaceful and cared for.*



## **FAMILY FIRST**

*We prioritize the people behind the home, helping them reclaim time and peace in their lives.*

## **HEART CENTERED SERVICE**

*Every home is cared for with compassion, respect, and attention, inspired by the legacy of kindness my grandmother showed to all.*

## **INTEGRITY**

*We show up on time, follow through, and treat every home with honesty and respect.*

## **COMMUNITY CARE**

*we serve not just homes, but families, neighbors, and the local community with heart and purpose.*

# WHAT THIS MEANS FOR YOU

*Right now, I personally handle every cleaning, which means you receive:*

- ***consistent quality***
- ***clear communication***
- ***full accountability***

*I am fully insured for your peace of mind, and as my business grows, I will be adding team members who will be background checked, and trained to follow the same standards, systems, and checklists I use today. My goal is to ensure that whether it's me or a future team member, you always receive the same level of care and detail.*

# WHAT TO EXPECT

*We approach every home with care, attention and respect.*

## **YOU CAN COUNT ON**

- ✓ *Email and text reminders with your estimated start time with services typically between 8:00 AM - 4:00 PM.*
- ✓ *A comprehensive standardized checklist left after each cleaning documenting which areas were serviced and tasks performed.*
- ✓ *Clear communication if anything needs attention or cannot be completed safely.*

## **REMINDERS WE'LL SEND**

- *An email reminder 3 days before your appointment.*
- *A text reminder one day prior. Reminder text messages are sent from our scheduling software and are one-way. You can call with any questions at (208) 240-5231.*

# PREPARING FOR YOUR VISIT

## **FOR YOUR FIRST VISIT & ANYTIME THINGS CHANGE**

- Review our cleaning checklist as this outlines exactly what will be completed at each visit.
- If cell service is unreliable at your home, please provide Wi-Fi information in advance.
- Tell us about any specialty or newly sealed surfaces that may need gentler care.
- Note any delicate valuables and heirlooms so we can clean around them

## **BEFORE EVERY VISIT**

- Ensure safe and clear access to your home entry. Parking areas and entryways should be free of hazards including but not limited to snow, ice, debris, or other obstacles.
- Your sink should be clear of dishes if you would like your sink to be cleaned.
- Secure skittish, anxious or aggressive pets in a separate room or kennel.
- Secure any money, jewelry and other valuables.
- Place a toilet brush or disposable wand in each bathroom
- Pick up personal items and clear surfaces of clutter including toys, clothing, papers, etc. cluttered areas can be more time consuming and prevent thorough cleaning. Cluttered areas may be skipped or worked around and will be noted on your cleaning checklist.

# Examples of cluttered areas



# CHANGES AND CANCELLATIONS

I understand that plans change and life happens. To keep schedules smooth for you and for me please give at least 48 hours notice to cancel, skip or reschedule.

## **CANCELLATION FEE**

- 48 hours or more: no fee
- Less than 48 hours: 25% of the scheduled service
- Same day: 50% of the scheduled service

## **HOW TO MAKE CHANGES**

Please let me know about any changes before your appointment by text, email, or voicemail. This includes requests to skip or add rooms or tasks, updates to entry or lockup instructions, changes to how often or how long we clean, and any special notes you'd like me to know.

## **HOLIDAY CLOSURES**

I am closed on New Years Day, Memorial Day, Independence Day, Thanksgiving Day, Christmas Eve, Christmas Day

When your regular cleaning falls on a Holiday, I will reach out in advance to communicate changes to your cleaning schedule.

# WEATHER POLICY

During inclement weather including snow, ice or any other hazardous conditions, we may need to postpone your service. We monitor the weather and make day-of decisions, cancelling only when necessary. When possible, I may adjust appointments ahead of time if openings are available.

If cancellations occurs i will notify you by email, call or text.

# SERVICE DETAILS

While we work diligently to clean surfaces, we cannot guarantee they'll return to like-new condition. Some examples include, but are not limited to, the following:

- Hard water etching on glass or stone
- Permanent grout staining or discoloration
- Sun fading on surfaces or fabrics
- Paint failure or peeling Damaged, unsealed, or worn finishes on wood, stone, tile, or cabinetry
- Rust stains
- Mold and mildew that has extended into grout or behind caulk

## **Showers, Tubs, and Tiled Surfaces**

Mold and mildew are organic and can extend into grout or behind caulk. Surface stains may lighten with cleaning, but complete removal often requires regrouting or recaulking by a specialist.

## **Floors**

We damp mop all floors thoroughly with a string mop; grout scrubbing, grout whitening, and extraction from textured flooring are not services we provide.

## **Natural Stone and Specialty Finishes**

Please tell us about any surfaces that require special care or specific cleaning products/methods. We may adjust methods or skip a surface to avoid damage.

## **Windows and Screens**

If interior window glass cleaning has been added to your service, we will clean reachable interior glass, sills, and tracks. We do not remove or replace window screens. We do not clean exterior windows, even if your windows tilt.

## **Light Fixtures**

We gently and thoroughly dust the exterior of fixtures we can safely reach. We do not remove or replace fixture covers or bulbs and we do not disassemble or reassemble fixtures.

## **Large Appliances**

We will not move stoves, refrigerators, and other large appliances. We do not disconnect water, gas or power

## **Laundry, Linens and Bedmaking**

We're happy to make your beds as part of our standard cleaning. If you'd like fresh sheets put on, leave clean linens on each bed and we'll take care of the rest. We do not provide laundry service, change duvet covers, or climb onto bunk beds to make or tidy them. Our team will only clean and make beds within safe reach using our company-provided footstool.

## **Vacuums**

We bring our own vacuum unless you request we use yours. If so, it must be an upright model and in good working order. We are not responsible for maintenance, repairs, electrical outlets or vacuums that may become damaged or fail during use.

## **Dishes**

We do not wash dishes. If you would like your sink to be thoroughly cleaned, please ensure it is free and clear of dishes.

## **Taxidermy**

We do not clean any type of taxidermy.

# **BREAK AND DAMAGE**

If something is damaged during cleaning, we will email you with the relevant information and work toward a fair resolution. Situations outside our responsibility include, but are not limited to:

- Normal wear and tear, such as carpet or rug loops catching on vacuum rollers.
- Pre-existing damage or instability, including items that are loose, wobbly, cracked, chipped, or improperly installed (e.g., fixtures, decor, mirrors, shelving, blinds, hardware) that may shift or fall during routine cleaning.
- Unsealed or worn finishes on wood, stone, tile, grout, or cabinetry that may react to moisture or standard cleaning methods. This includes damage related to floors or cabinets that have not been maintained per recommended guidelines.
- Surfaces requiring specialty or manufacturer-specific care when instructions were not provided in advance.
- Damage caused by client-provided cleaning products, as we cannot verify their safety or compatibility.

# HOME ACCESS

## **Entry & Access**

You may be home to allow entry, leave your home unlocked, provide an access code, or use a lockbox/hidden spot for a key or remote. If your entry uses electronics, ensure devices are charged and codes are current. Lockboxes or hidden keys or remotes should be accessible in a safe place. Please include instructions for locking up when cleanings are complete. We do not retain keys or remotes between visits for your security. If you choose to leave your home unlocked or hide a key or remote for access, you assume responsibility for any resulting security issues.

## **Parking**

Please ensure parking is available near your home before our arrival. We require parking within 100-200 feet of the entrance (approximately 1-2 minute walk). If parking restrictions or permits are required, inform our office in advance. If adequate, free parking is not available and we incur parking fees or towing charges as a result, these costs will be billed directly to the client.

## **Alarms**

Casa Luxe Cleaning is not responsible for charges incurred from an activated alarm we cannot turn off based on instructions provided or omitted during setup.

## **If We Cannot Access Your Home**

If we're unable to access the property at the scheduled time due to any access issue, a 50% lockout fee will be applied to cover the reserved appointment.

# SAFETY

## **Reaching High Areas**

Technicians use only the one-foot step stool provided by Casa Luxe Cleaning and will not use client ladders, stools or furniture to reach high areas.

## **Indoor Temperature**

Please keep your home between 65 and 75 degrees before we arrive. Your Technician may adjust the thermostat to a comfortable working temperature and will return it to the original setting before leaving. If the home is too hot or too cold to work comfortably, we will need to reschedule and our cancellation policy will apply.

## **Utilities**

Our team will not touch breakers, turn water on or off, or adjust any utility connections. Water and electricity must be turned on before we arrive. If utilities are off, we will be unable to complete the service. We will need to reschedule and our cancellation policy will apply.

## **Firearms**

If left out, firearms will be cleaned around and not touched. It is preferred they are secured and put away.

## **Unsafe Conditions**

If a Technician feels unsafe due to conditions in the home such as aggressive pets, inappropriate conduct, strong language or unsafe objects they may leave the job site and the full cleaning fee will apply.

## **Biohazards**

Please notify our office before service if your home has mold, pest infestations, or human or animal waste, including litter boxes. If these conditions are discovered during a visit we may cancel the appointment and the full cleaning fee will apply. Future service may require proof that the issue has been professionally resolved.

# PETS

Please secure any anxious, skittish, or aggressive pets in a separate room or kennel during your cleaning. Otherwise, we're happy for them to roam freely. If we're unable to access your home due to an excited or aggressive pet, we'll contact you immediately to reschedule and cancellation fees may apply.

We are always attentive with doors and gates, but we cannot assume responsibility for pets that exit unexpectedly when we arrive or depart. We will not accommodate requests to let animals in or out of a home. Please do not allow pets to jump on our staff. If a bite occurs it must be reported to the authorities and the homeowner is responsible for any medical treatment

# SMOKE-FREE POLICY

Our cleaning Technicians do not smoke or vape on client property, indoors or outdoors, or during service visits.

## **Indoor Smoking & Service Eligibility**

We're unable to service homes with evidence of current or recent indoor smoking or vaping of any substance, including tobacco, cannabis, or e-cigarettes.

If evidence of interior smoking is detected upon arrival, we'll need to cancel the visit and the full cleaning fee will apply. Resuming service will require professional smoke remediation, and the home must be free of smoke odor at the time of our next visit.

# INSURANCE AND COMPLIANCE

We are a registered business in Idaho and Utah, licensed, and insured. Our employees are not permitted to work off the clock or perform additional tasks outside of scheduled appointments. Any work performed outside of a scheduled service is not authorized by Casa Luxe Cleaning and is not covered by our insurance or workers' compensation. We collect and report all employer-required taxes for cleaning services to local, state and federal agencies, protecting you from any tax liability related to the income our team members receive.

# PRICING AND ESTIMATES

Estimates are based on the size and reported condition of your home. If the condition requires additional time beyond the estimate, we'll contact you before adjusting the scope or scheduling additional service.

## **Your Flat Rate**

Your flat rate covers the full scope of cleaning outlined in your estimate and the checklist that was included with it. The price stays the same whether your visit is completed by one Technician or a team.

We base your rate on:

- The size of your home
- The scope of service (Standard, Deep, Move In/Out, Post-Construction)
- The condition reported during your estimate
- Your service frequency (one time, weekly, every 2 weeks, or every 4 weeks)

This means you'll always know exactly what to expect on your invoice

## **Pricing Changes**

We'll provide advance notice of any price changes. Price adjustments may occur due to increased labor costs, supplies, or operational expenses.

## **Staying on Schedule**

To help us complete your cleaning efficiently, we appreciate it when interruptions are kept to a minimum. Significant on-site distractions may result in some areas being skipped or worked around, which will be noted on your cleaning checklist.

# PAYMENT

## **Down Payment**

First-time and move-in or move-out cleanings require a 50% down payment. Down payments are fully refundable with 48 hours' notice before your scheduled service.

## **Invoices and Payment**

Invoices are emailed after your cleaning is complete. Payment is due upon receipt. Payment Methods We accept debit or credit card, bank transfer, check, or cash during posted hours.

## **Late Payments**

If you have an outstanding balance, payment must be received in full before we can complete any other cleanings.

## **Tipping**

Tipping is never required but always appreciated for exceptional service. Tips may be left in cash and must be clearly labeled as such or added to your invoice. All tips go directly to the cleaning Technician(s) who serviced your home during that visit.

# PHOTOS AND VIDEOS

Photographs and videos may be taken in your home for employee learning and marketing or promotional purposes.

- Photos and videos taken for employee learning will never be shared or released to the public.
- Photos and videos taken for marketing or promotional purposes are limited to before and after images or videos.
- Casa Luxe Cleaning will never capture identifying information or reveal locations in any photos or videos.
- Confidentiality will be upheld in all marketing and promotional materials.

Casa Luxe Cleaning reserves the right to edit and use before and after images and videos on social media. Photos and videos will never be sold or given to third parties.

# OUR SATISFACTION GUARANTEE

We want you to be absolutely delighted with your cleaning service. Report any concerns to us at (208)240-5231 or [info@casaluxecleaning.org](mailto:info@casaluxecleaning.org) within 24 hours of the service being completed

# CONSENT TO UPDATED TERMS THROUGH USE

We keep our client guidelines current so everything is clear. The most up-to-date version is always available on our website, with the effective date at the top. When we make changes, we will share an update in writing, if applicable.

By continuing to use Casa Luxe Cleaning services after an update, you agree to the most current guidelines. If there is ever a difference between a printed or emailed copy and the website, the website version will apply.

## ACKNOWLEDGMENT & SIGNATURE

By signing below, you acknowledge that you have read, understood, and agree to these guidelines as well as the checklist that was included with the estimate.

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Client Signature

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Date