

# Harmony Clean Guidelines

Healthy Home Cleaning, Naturally



Thank you for choosing Harmony Clean, Inc.  
We look forward to helping you keep your home  
Sparkling Clean while safeguarding your family's  
health and protecting the environment.





**We SURPRISE & DELIGHT**  
our clients by consistently making their  
**HOMES SPARKLE!**



At Harmony Clean, we believe communication is key to us working together successfully. Please provide us with the best cell phone number and email address to reach you directly. In addition, we suggest an alternate contact name and cell phone number on file in the event we cannot reach you during an emergency. Take a moment to review the important information below and let us know if you have any questions.

## Access to Your Home and Arrival Time

In order to clean your home, our teams need reliable access, you may provide us with a house key, garage door code, or key pad. These are some of the safest and most reliable options to ensure no interruption in service, wait times, or lock out fees.

-  Providing us with a key means you don't need to remember to leave a key in a potentially unsecure location outside, leave your door unlocked, or wait for the team.
-  Unfortunately, we cannot guarantee the exact arrival time due to the nature of our business and the many factors outside of our control. You can, however, let us know if you would prefer us to come in the morning or afternoon. We will send you a confirmation alert the day before your scheduled clean. Simply provide us with the best cell number to text and email address to message. We will do our best to accommodate your preferences.
-  While we do our best to provide an approximate arrival time, unexpected changes in the day's schedule due to things such as client emergencies, team illness, traffic, or weather may affect the actual time our team can arrive. Your flexibility and understanding in these situations is greatly appreciated. Thank you!
-  If we are unable to access your home on your designated cleaning day, we will treat that as a cancellation without proper notice and a lock out fee will be charged. Please see our 'Cancellation Policy' to avoid fees.

## Cancellation Policy – 24 hours notice

As a courtesy to our cleaning staff and your dedicated team, who are committed to their jobs and are expecting to be compensated for a full day's work, we require 48 hours notice if you wish to skip your regularly scheduled cleaning.

In the event 48 hours notice is not provided a \$100 cancellation fee will be charged to your credit card on file.

In the event your Harmony Clean team arrives at your home and cannot gain access or is turned away from completing the scheduled cleaning, a full service same day lock out fee will be charged to your credit card on file.

We understand that life is busy, and time gets away from all of us. Two business days advance notice, allows us the opportunity to fill your spot so it won't be a financial hardship on our employees and also grants us time to do our best to reschedule your cleaning as well.

## Quality Assurance

A Quality Assurance staff person may enter your home during the clean. Your satisfaction is our priority and this is just one of the steps we take to reach that goal!

## Payment Terms

To keep costs low and eliminate a paper trail, we do not have a billing option. Please keep your preferred credit card method of payment up to date and accurate so that we may charge your card after time of service. If you are a new or returning customer, a credit card is required to be on file prior to scheduling your initial clean so the date can be reserved.

## Gratuity Guide

If you are pleased with your Harmony Clean team's efforts please tell them, as they are encouraged to continue to excel. A simple note of thanks for a job well done means a great deal to your team. Tips are greatly appreciated, but not required. If you do choose to tip your cleaning team please leave your gratuity in cash rather than adding it to your payment to Harmony Clean.

## Team Safety, Snow, Air Conditioning

Teams are not permitted to step higher than our 2-step stool, stand on furniture or counters, or lift heavy objects or furniture. We also prohibit staff from handling or cleaning any biohazards such as human fluids, mold, rodent feces, pet accidents or other infestations.

In snowy and other poor weather conditions, we may need to skip your clean in order to keep our teams safe. We'll do our best to reschedule. Please ensure a snow-free and ice-free access to our designated entry point including driveways and walkways.



## Spotless Homes ~ Healthy Earth

House cleaning is rigorous work! To avoid the health risks of becoming overheated in warmer months, please turn the air conditioning on prior to our arrival and set it no higher than 72 degrees. We're happy to readjust the temperature with your written instructions when we have finished our work. If your home does not have a/c, please alert the office and request a morning schedule to reduce excessive heat exposure to our teams.

### Holiday Schedule

Just like you, our staff looks forward to holidays with family! We are closed New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day (and the following day), and Christmas Day. We also try to end early on Christmas Eve and New Year's Eve. If your clean falls on one of these dates, we'll plan on skipping that clean and we'll resume service with the next scheduled clean after the holiday.

### Breakage and Missing Items

Rest assured that we take the greatest care while in your home, but we do know accidents happen. On occasion items may become broken or damaged. Identical replacement is always attempted but cannot be guaranteed. All highly valuable, irreplaceable, collectible, or heirloom items (whether monetarily or sentimentally valued) should be stored and/or not cleaned by our team. Breakage must be reported to the Harmony Clean office within 24 hours of service.

Note: Harmony Clean, Inc. is not responsible for damage due to faulty and/or improper installation of any item including wall hangings, shelves, and other areas. Our limit of liability is \$500. All surfaces (e.g. marble, granite, etc.) are assumed sealed and ready to be cleaned without causing harm.

Much to our client's delight, we've been known to rescue long-lost missing items such as finding an earring behind a bed or dresser. To avoid any doubt or concern with valuables such as jewelry, we suggest putting those items away while we are cleaning and listing valuables such as jewelry on your homeowner's insurance policy as our insurance bond may have a conviction clause and other limits. There have been incidents when jewelry has been accidentally knocked off a surface into a trash can or been unknowingly vacuumed up and it was thought to be a paper clip or coin under a dresser. If you discover something missing, you must contact our office immediately so we can take proper measures to address the situation and help find the item if at all possible.

### Pet Guidelines

We love your pets and we want to ensure they are comfortable with us and that our team is safe in their presence. Please let us know how your pets should be handled. For sanitary and safety reasons, our teams do not clean flea-infested homes, change or scoop litter, or pick-up pet 'accidents.' For the safety and comfort level of all, some pets may need to be secured in other rooms or crates during our visit.

### Clutter and Dirty Dishes

People joke about 'cleaning' before the cleaning team arrives. Usually this means you have removed clutter, e.g., piles, papers, clothing, toys, excessive toiletries, dishes, etc. This allows the team to access the surfaces you need us to clean. If the team encounters an area that is not accessible (such as a counter or sink full of last night's dirty dishes), we'll assume you want us to skip this area and we'll work around it.

### Our Teams

We perform background checks and drug screening, and provide professional training for all employees. Whenever possible, we send the same team to your home. Due to illness, vacation, or other unforeseen circumstances, we cannot guarantee the same team every visit. Rest assured, the cleaning team servicing your home has a detailed work order with special instructions just for your home, and they will consistently clean to Harmony Clean's high standards.

### Smiles Guaranteed

Home cleaning is physically challenging and rigorous work (as we've noted earlier!) and we love what we do! We rely on your feedback to ensure we are bringing you satisfaction and smiles. The more we hear from you, the better we can respond to your needs, correct any areas of concern, and enhance your experience.

Though we do our best to please you, there may be a time when an area is not cleaned to your satisfaction. We understand. We're human and we've all gotten distracted and then forgotten to finish something we may have been working on. While no one likes to complain, we'd rather you let us know than have you worry over why we missed something we may have meant to clean. You can do so by simply relaying your concerns or accolades to us through the online scorecard that gets emailed to you after each clean.

In order for us to respond efficiently, concerns requiring swift action must be reported within 24 hours. Our office staff will be glad to assist in a timely fashion, redirect cleaning as necessary, and update your home's work order to reflect any changes required. Please allow for some dust resettlement after we leave, especially during pollen seasons. Thank you!

### Bed Linens

As part of our regular service, we'll tidy up your beds and fluff the pillows. If you'd like us to remove and replace the sheets, there is a \$10 fee per bed that will be added to your service. If you choose this additional service, be sure to leave fresh linens on each bed.

### Referrals

Much of our new business comes from referrals by happy clients. We are honored by your confidence in our service and pleased to offer you \$20 off your next clean. You can use the printed comment card, our online comment card, or call or email us with the contact.

**Thank you for your business.**  
**We are delighted to be of service!**

215.230.7700

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