



# Radiant Home

## Cleaning Services

### Terms of Service Agreement

Below are our Service Policies, which are intended to ensure quality, safety, and consistency in our work.

**Privacy Policy** - We are committed to keeping your information confidential. We do not sell, rent, or lease our customer lists to third parties, and we will not provide your personal information to any third party individual, government agency, or company at any time unless compelled to do so by law. We will use your personal and billing information solely to provide the service you hire us for.

**Satisfaction Guarantee** - If you're not content with your cleaning, we will come out and re-clean (within a 48 hours window) for free. If you still don't think we did a good enough job to recommend us to your friends, we'll refund your money.

**Security** - We take the security of your home very seriously, and work with each homeowner to establish a routine for entering and exiting. Current methods include:

- Letting us in on the day of service if you will be home when we arrive
- Providing us with an extra key
- Providing us a lockbox, keypad, or garage code
- Leaving us a key under a mat or pot to use and return or leave in the house when finished

**Referrals** – Receive Bonuses and Discounts when you refer us! We love referrals and appreciate it when you tell friends and neighbors about our service. You will receive a free cleaning for every referral you send us that becomes a regular client (Regular Client: someone who has hired us to clean on a weekly, biweekly, or monthly basis and has retained service for 90 days or 5 cleanings with us, whichever is less). Thank you for your confidence in us!

**Payment** – Payment is due on the day of service by check or card.

**Cancellation or Lockouts** – We regret that we must assess a \$60 fee if you cancel with less than 48 hours notice.

**Lockouts** - We regret that we must assess a 50% fee (50% of your scheduled cleaning) if we arrive on the premises and cannot gain access to the home or are not allowed in. There are no exceptions after the first incident.

**Getting Ready for the Cleaning** – Please don't "clean" before we arrive, but do "pick up" as much as possible; for example, clearing the floors of clothing and toys, clearing surfaces of small items such as pens, coins, important documents, etc. Please don't worry about countertop appliances and small pieces of furniture - we clean and move those as we go. This type of pick up will allow us to focus more on detail and quality for you. Please set your A/C temperature to 68-74 degrees F, especially during the summer months. We won't be able to clean in houses that are too hot and pose a safety risk to our employees.

**The Setting** – The ideal cleaning situation is when no one is home. Since that is not always possible, please eliminate as many distractions as possible so we can work uninterrupted. Try to schedule your cleaning on a day when there will be fewer people at home. Please secure pets, and keep children in another area as we are working with equipment and products that may not be safe for children.

**Trash Disposal:** We require that we leave any collected trash in the garbage bin at the homeowner's location. We cannot take trash with us.

**Quality Control** – Our quality control system consists of email requests for feedback after each visit. It is interactive and dependent upon your feedback and communication to function. We need your input on the overall experience and quality you are receiving so that we may address issues that are important to you. We will correct or address any issues we are made aware of.

**Pets** – We love them! But please secure any pet that may be overwhelmed by our presence and/or pose a threat. Let us know ahead of time if there are any arrangements you have in place for your pets while we clean. The last thing we want to do is upset your pets as we clean, and we'll work with you to make the experience pleasant for all involved, pets included! Finally, for sanitary purposes, we do not clean up after sick pets or pet accidents.

**Products** - Our products are plant based and biodegradable for the safety of the homeowner and the cleaning technicians. We will occasionally use stronger products as needed and if permitted by the homeowner.

**Breakage** – We hate it when breakage happens and we do our absolute best to prevent it! The following is critical regarding our breakage policies: 1. Sometimes breakage occurs when there are “boobytraps”. These are accidents waiting to happen (pictures not hung securely, top heavy items with unstable bases, wobbly, tippy objects). Each incident is reviewed on a case-by-case basis. We cannot take responsibility for “boobytraps”. Please remove unstable breakables to a place we do not clean (we do not clean inside curios, china cabinets, or clear wet bar shelves). 2. Please move expensive figurines or glassware to a location we do not clean, or have us skip that area completely if you do not wish to accept the risk. 3. We will cover the cost of repair or replacement of items when breakage value is verifiable. In some cases, we will have the broken item repaired by a professional restoration company. Breakage values must be verified before replacement or reimbursement will be authorized. Please save the broken item for our inspection. Breakage must be reported within 30 days of discovery.

**Insurance** – Radiant Home Cleaning Services and all employees are covered by up to \$1 Million in General Liability insurance.

## Special Policies and Service Limitations

1. Our cleaning technicians do not climb higher than the company's two-step ladder.
2. We are not a restoration company and cannot perform certain services due to insurance and safety concerns. In an effort to be transparent and informative as possible, some things that we don't offer include but aren't limited to:

Disassembling light fixtures	Removing permanent stains from furniture, floors, cabinets, carpets, etc.
Disassembling seals on shower doors	Carpet steam cleaning
Disassembling furniture to clean it	Washing the walls
Disassembling any appliance (besides oven racks and fridge shelves)	Hand-scrubbing or steam cleaning floors
Lifting or moving heavy furniture over 15 lbs.	
Lifting or moving large fragile items	

3. We are not an extermination or mold/biohazard remediation company and cannot provide services in residences that show evidence of hazardous situations. We reserve the right to refuse to clean (or immediately stop cleaning) if there are signs of the following problems, and we must charge our lock-out fee of 50% of the scheduled cleaning. This is not an exhaustive list.

Pest infestation – cockroach, bedbugs, fleas, etc.	Human waste, blood, and bodily fluids
Animal infestation – birds, mice, rats, bats, etc.	Hoarding
Excessive/Uncontrolled Mold Growth	Other hazardous situation

## Pricing

**First Time Service** - Based on the size of your home and any add-ons, your booking includes a maximum amount of man-hours we'll spend completing the work outlined in our service checklists (The definition of man-hours: a unit of one hour's work by one person). Some important details regarding our pricing:

- In order to verify accurate pricing, we will check the size of your home against public records.
- In order to book our services, we require a credit card for our records.
- Because we do not perform a walk-through to verify the size and condition of the home before service, our pricing reflects assumptions of the level of cleanliness and the amount of time/effort required to clean.
- On the day of service, our techs will perform a walkthrough before starting work. They will take note of any items or areas that need special care or specific instructions from you, and will assess if the package you purchased allows them adequate time to complete the job to a satisfactory level. We will notify you if we cannot complete the work in the estimated time frame, and give you the option to either add more time to the job for an hourly charge, or have us focus on your top priorities within the allotted time frame. We add time to the service in 30-minute increments charged at \$40/person/hour, up to an additional 6 man-hours. If you need more time than this, a second booking is highly recommended to complete the work.

**Recurring Service** - Prices are fixed rates for recurring visits. We assume similar levels of organization and build-up during each visit. If there are changes to the amount of work involved or clutter to handle, we will contact you and reassess our prices as needed.

**Small Requests** - All small requests, add-ons, or swaps must be added to your appointment through the office to ensure that 1) we can provide the service you're requesting, and 2) our techs are prepared with enough time and the right supplies to perform the request.

## **Non-Solicitation Agreement**

We value our employees and pour an enormous amount of time, energy and, expense into our screening, hiring, and training process. Radiant Home Cleaning Services strives to have one of the lowest employee turnover rates in the nation. This agreement helps safeguard our success at providing only the best staff to our deserving customers. Sadly, some people want quality without paying for it and attempt to undercut our efforts by trying to “poach” our employees. It is for this reason that our customers and employees must agree to our non-solicitation agreement. If breached, a fee of \$2500 (for damages) will be assessed. This helps to minimize the risk of unfair solicitation that undermines the good experience all our clients have come to expect. Please help us maintain our extraordinary success by not soliciting our employees for hire directly. By booking our services, you are agreeing to the following terms:

Radiant Home Cleaning Services employees are not allowed to engage in a work-relationship directly with you for one full year after employment termination.

You will be charged a \$2500 finder's fee if you hire a Cleaning Tech employed by Radiant Home Cleaning Services on an individual basis for private work.

Solicitation of a Radiant Home Cleaning Services employee for private hire will result in permanent termination of service and forfeiture of any unused gift cards as well as the \$2500 fee. This does not preclude us from seeking other solicitation-related damages.