

SPOTLESSLY CLEAN

FREE CLEANING GUIDES / WEST GEORGIA + EAST ALABAMA



FREE PRINTABLE PLANNER

Your first cleaning, clearly planned.

Room-by-room priorities for a more useful estimate.

1

Walk through each room

Describe the condition and what needs attention.

2

Choose three priorities

Separate must-have outcomes from optional extras.

3

Ask clearer questions

Confirm the scope, preparation and next steps.

Plan the work. Ask clearer questions.

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Use the worksheets that follow. Your accepted estimate defines the work.

First-Visit Cleaning Planner

1. Describe your starting point

Use this planner to prepare for a scope review. It is not a quote or a fixed list of included services.

Room / area	What needs attention?	Access / care concerns
Kitchen		
Bathrooms		
Living areas		
Bedrooms		
Other		

2. Choose your top three priorities

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-
-

Describe what you can see. If you are unsure about a mark, finish or buildup, note the question instead of assuming it can be removed.

First-Visit Cleaning Planner

3. Identify the right conversation

- ☐ Mostly everyday upkeep: discuss maintenance tasks and visit frequency.
- ☐ Buildup or neglected details: discuss a first deep-cleaning scope.
- ☐ Renovation work or dust remains: discuss construction-cleaning timing.
- ☐ Belongings block access: clarify clearing or removal responsibilities.
- ☐ Unsure which service fits: request a scope review before booking.

Spotlessly Clean normally begins recurring service with a deep clean. Confirm the starting plan for your home.

4. Ask before booking

- ☐ Which rooms and detailed tasks are included?
- ☐ Are requested appliance interiors, cabinet interiors or windows separate?
- ☐ What is excluded or may remain after the visit?
- ☐ What could change the estimate, and how will changes be approved?
- ☐ Who clears surfaces and handles access, parking and pets?
- ☐ Have I shared surface-care instructions and product preferences?

5. Record the agreement

Requested date / estimate reference:

Tasks I will handle first:

Questions still open:

Ready to discuss your first visit?

Request a written estimate or call 877-753-4790.

Read the guide: tabbysspotlesslyclean.com/first-cleaning-visit-planner/

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