



## Ellaway Property Services, Inc.

Welcome to our Client's Home

Updated 2015

**457.1040**

Ellaway Property Services has put together some guidelines to assist all our vendors and our very own staff to best care for Ellaway Property Services' clients and their homes.

The most important thing is to behave respectfully at a client's property, whether they are in residence or away from home.

- Please remove boots/shoes or wear booties if your shoes might be messy – **assume the client will be home before a housekeeper arrives...**
- Sign the log at the property if there is one and remember to call our office when you depart so we can arrange to lock and alarm if need be...
- Do not use the kitchen facilities except to put a beverage in the refrigerator and remember to take it when you depart. Never leave food waste behind.
- Should you notice something that needs fixing or is out of place, please let us know so we can remedy it. Call our office at 457.1040 and, if we aren't there to answer your call, please leave a message with details.
- No pets in the house that don't live there!
- Please clean up after yourselves – your project includes leaving the house as you found it, only better... support services like masking doorways and removing debris are part of your service. Need help? Just call us, we're here for you.

***We appreciate your professional services. Working together, we provide a better product to our clients and your customers.***

***Thank you...***