BROWN BEAR INC.

11675 DEERFIELD DRIVE

530/587-2895 – MAINTENANCE/CLEANING

brownbearoffice@att.net

**LICENSED / BONDED / INSURED**

CSL #685711

**GENERAL CLEANING INFORMATION SHEET**

**GENERAL INFORMATION**

 THE FOLLOWING IS REQUIRED PRIOR TO SCHEDULING ANY CLEANING SERVICES:

 1) CLEANING CONTRACT FILLED OUT COMPLETELY

 2) $100.00 DEPOSIT (APPLIED TO INVOICE AT TIME OF INITIAL CLEANING)

 3) TWO SETS OF KEYS TO RESIDENCE

 TWO KEYS REQUIRED PRIOR TO CLEANING.

 AT LEAST 10 DAYS NOTICE TO SCHEDULE ANY REGULAR CLEANING DATES.

AT LEAST **24** HOURS FOR ANY CANCELLATIONS. THERE WILL BE A $50.00 CHARGE IF LESS THAN 24 HOURS NOTICE FOR CANCELLATION.

\*CALL CLEANING LINE @ 530/582-8541 OR

 E-MAIL brownbearoffice@sbcglobal.net.

AT LEAST THREE WEEKS NOTICE TO SCHEDULE ANY CLEANING DATES PRIOR TO OR AFTER ANY HOLIDAY.

INVOICES ARE SENT THE FIRST WEEK OF EVERY MONTH AND STATEMENTS ARE MAILED OUT

 THE 15TH OF EACH MONTH.

ALL STATEMENTS MUST BE PAID WITHIN 30 DAYS OR A PENALTY CHARGE WILL BE APPLIED.

DO NOT LEAVE CASH OR CHECKS AT RESIDENCE. IF YOU DO NOT WANT TO BE BILLED, PLEASE DO THE FOLLOWING: (1) CALL AND CONFIRM AMOUNT (582-8541), (2) MAIL OR DROP OFF PAYMENT (ADDRESS ABOVE), AND (3) ON THE CHECK, MARK THE DATE CLEANING HAD TAKEN PLACE AND THE PROPERTY ADDRESS.

LAST MINUTE SCHEDULED CLEANINGS (ESPECIALLY DURING A HOLIDAY WEEK) ARE SUBJECT TO ADDITIONAL FEES. IF YOUR HOME IS NOT USED AND YOU HAVE SCHEDULED A “CLEAN” AND DID NOT CALL TO CANCEL; THERE WILL BE A **$50.00** CHARGE. THIS ALSO INCLUDES CUSTOMERS THAT ARE ON A “CLEANING SCHEDULE” (WEEKLY/BI-WEEKLY/MONTHLY).

WHEN A CLEANING IS SCHEDULED AND THE RESIDENCE IS OCCUPIED, THERE IS A **$50.00** CHARGE.

**GENERAL CLEANING INFORMATION – CON’T**

WHEN RESERVING DATES, MAKE SURE TO GIVE DATE WHEN PREVIOUS OCCUPANTS WILL BE LEAVING AND WHEN NEXT OCCUPANTS WILL BE ARRIVING. THIS IS TO GIVE US SOME FLEXIBILITY TO ADJUST OUR SCHEDULE IF NEEDED.

WE DO NOT TURN ON SELF-CLEANING OVENS. THIS WILL HAVE TO BE DONE WHILE THE OWNERS ARE THERE. WE HAVE HAD TOO MANY OVENS, OLD AND NEW, THAT HAVE NOT TURNED OFF.

NO CLEANING WILL BE DONE WHILE RESIDENCE IS OCCUPIED. WE DO NOT WANT TO BE RESPONSIBLE FOR PERSONAL BELONGINGS.

ALL THOROUGH CLEANINGS NEED TO BE SCHEDULED FOR SPRING OR FALL. WE WILL BE SENDING REMINDERS DURING THE SPRING/FALL SEASON, WHEN WE SLOW DOWN, TO ACCOMMODATE ANY THOROUGH CLEANINGS.

EXTRA SERVICES (TASKS THAT ARE NOT PART OF A ROUTINE SERVICE FOR YOUR PARTICULAR RESIDENCE) REQUIRE A PHONE CALL, PRIOR TO US CLEANING, AND SERVICING YOUR HOME. WE NEED TO SCHEDULE TIME FOR ANTHING THAT IS OUT OF THE ORDINARY FROM YOUR USUAL REQUEST (S).

ALL LINENS MUST BE MARKED (WITH LAUNDRY PEN OR FELT PENS), SO WE DO NOT HAVE PROBLEMS FINDING WHICH SHEET MATCHES WITH THE APPROPRIATE BED, UNLESS ALL THE BEDS ARE THE SAME SIZE. IF THIS IS NOT DONE THIS ADDITIONAL SERVICE, MAKING BEDS, IS SUBJECT TO OUR REFUSAL OF PROVIDING THIS TASK.

 **WINTER SEASON**

**A PATHWAY MUST BE CLEARED TO ACCESS YOUR HOME DURING WINTER MONTHS.** IF WE DO NOT HAVE A CLEARED AREA, THERE WILL BE A CHARGE FOR THE TIME SPENT TRAVELING AND SCHEDULING YOUR CLEANING. PLEASE REMEMBER, THIS ALSO MEANS WE MAY NOT HAVE TIME TO CLEAN PRIOR TO THE DAY YOU MAY HAVE REQUESTED.

**PROPANE TANKS AND REGULATORS** (HOUSE AND TANK) MUST BE CLEARED OTHERWISE WE MAY REFUSE TO CLEAN. THIS WILL ALSO ENTAIL A CHARGE FOR TIME SPENT TRAVELING AND SCHEDULING. PROPANE IS VERY DANGEROUS AND THERE IS NO WARNING GIVEN PRIOR TO A TANK EXPLODING.

**STORMY CONDITIONS** CAN CAUSE US TO ELIMINATE SOME CLEANING SERVICES YOU WOULD NORMALLY HAVE DONE AT YOUR RESIDENCE. WE WOULD PRIORITIZE THE ORDER TO GET THE JOB DONE IN AN EFFICIENT MANNER. **LONGER TRAVEL TIME DURING WINTER MONTHS MAY INCREASE YOUR CLEANING COST.**

**BLIZZARD/WHITE-OUT CONDITIONS** MAY CAUSE US TO CANCEL SERVICES. IF THIS DOES HAPPEN, WE WILL CONTACT YOU A.S.A.P., AND OTHER ARRANGEMENTS WILL BE MADE.

**WINTERIZING A RESIDENCE** (TURNING WATER OFF & OPENING VALVES) IS IN ADDITION TO YOUR REGULAR CLEANING TIME RESTRICTION. THIS WILL BE ADDED ON TO YOUR CLEANING INVOICE AND BILLED FOR CLOSING RESIDENCE.

**GENERAL/THOROUGH CLEANING SERVICES INCLUDE:**

BATHROOMS: SINKS SHOWERS/TUBS/DOORS FLOORS (BY HAND) TOILETS COUNTER TOPS POLISH FAUCETS

KITCHEN: SINK POLISH FAUCET WIPE OUT REFRIGERATOR

 STOVE TOP BURNER PANS WIPE OUT OVEN

 STOVE HOOD SMALL APPLIANCES MICROWAVE/IN&OUT COUNTER TOPS FRONT OF ALL APPLIANCES EMPTY GARBAGE MOP FLOOR

-POLISH ALL FURNITURE THAT IS ACCESSIBLE – IF TOO MANY ITEMS OR TOO HEAVY THEY WILL BE POLISHED/FEATHER DUSTED AROUND.

-EMPTY ALL TRASH IN HOUSE AND PUT IN TRASH BIN OUTSIDE OR LEAVE AT END OF DRIVEWAY FOR GARBAGE COLLECTORS.

-DUST TOP OF WOOD STOVES AND SWEEP AROUND HEARTH

-CLEAN TV SCREENS AND DUST BEHIND TV’S. WE DO NOT CLEAN FLAT SCREEN TV’S THEY WILL BE FEATHER DUSTED ONLY.

-CLEAN MIRRORS

-FEATHER DUST STEREO COMPONENTS, VCR’S, ETC.

-VACUUM ALL CARPETED AREAS

-SHAKE OUT THROW RUGS

**EXTRA/ADDITIONAL SERVICES:**

-EMPTY/LOAD DISHWASHER

-WASH AND DRY LINENS

-MAKE UP BEDS (LINENS MUST BE MARKED)

-HAND WIPE WITH APPROPRIATE CLEANER/POLISH DOORS, BASEBOARDS, ETC.

-HI-DUST (REMOVE COB WEBS FROM RAFTERS, CEILINGS, ETC.)

-VACUUM WITH HAND VACUUM COUCHES AND CHAIRS

-MOVING FURNITURE TO VACUUM UNDERNEATH

-HAND CLEAN OVEN WITH OVEN CLEANER

-CLEAN INSIDE AND GLASS OF WOOD BURNING STOVE/FIREPLACE

-CHECK SPA/HOT TUB FOR CHLORINE LEVEL

-SPECIAL POLISHING OF FURNITURE

-ANY CALL WHERE EXTRA TRIP IS NEEDED (SUCH AS TO TURN HEAT ON/OFF, ANTI-FREEZE, RESIDENCE OCCUPIED BUT SCHEDULED TO CLEAN, ETC.)

-THOROUGH CLEAN OF REFRIGERATOR

THAWING OUT FREEZER AND CLEANING INSIDE

-HAND CLEAN LIGHT FIXTURES

-ANTI-FREEZE SINKS, SHOWERS, ETC

***FYI: BROWN BEAR INC. IS A FULL SERVICE HOME MAINTENANCE BUSINESS. PLEASE INQUIRE AT OUR OFFICE FOR ANY OF YOUR HOME CARE (INTERIOR AND EXTERIOR) NEEDS!***

**BROWN BEAR CLEANING ‘TERMS’:**

**GENERAL/THOROUGH CLEAN** - ALL ITEMS IN THE GENERAL CLEANING SERVICES AND EXTRAS IF ADDED

**LIGHT CLEAN –** NOT ALL SURFACES AND/OR BATHROOMS WERE USED, LIGHT SURFACE CLEAN IN KITCHEN, VACUUM, MOP & FEATHER DUST FURNITURE

**HEAVY CLEAN –** CAN INCLUDE THE FOLLOWING, BUT NOT LIMITED TO:

**BATHROOMS** - A LOT OF HAIR, STICKY SUBSTANCES (HAIRSPRAY, TOOTHPASTE, ETC.) ON MIRROR, COUNTERS, FLOORS, ETC. TUB/SHOWER WITH SOAP SCUM/DIRT, DIRTY TOILETS, ETC.

**KITCHENS**: EXCESS AMOUNT OF DIRTY DISHES, STICKY/GREASY COUNTER TOPS, STOVE/OVEN, SPILLS IN REFRIGERATOR, DIRTY FLOORS, ETC.

**FLOORS**: STICKY, MARKS, DIRT, ETC. TO BE DONE MORE THAN ONE TIME

**MISC:** TOYS, CHRISTMAS REMNANTS (PINE NEEDLES, ETC. REQUIRES ADDITIONAL TIME TO PICK UP OR VACUUM

**DUST/MOP/VACUUM** - FURNITURE DUSTED, FLOORS MOPPED AND CARPETS VACUUMED ONLY

**SPRING/FALL CLEAN -** ALL ITEMS UNDER ‘GENERAL CLEANING’

 - ALL ITEMS UNDER ‘EXTRA SERVICES’ (THAT APPLY)

- ANY ADDITIONS A CUSTOMER MAY REQUEST

**CLEANING RATE:**

$35.00 PER HOUR, PER PERSON, $35.00 PER TRIP ANYTIME A CLEANING IS SCHEDULED AND THE FOLLOWING OCCURS: PLACE IS OCCUPIED, PHYSICALLY AND/OR IF PERSONAL ITEMS ARE THROUGHOUT RESIDENCE. MAKE SURE A NOTE IS LEFT IF AWARE CLEANING IS COMING CONFIRMING CLEANING STAFF IS TO GO AHEAD WITH THE SERVICE, SO THE ABOVE CHARGES ARE NOT IMPLEMENTED.

**ALL PERSONAL ITEMS ARE TO BE REMOVED.**

$35.00 PER TRIP IF YOUR PLACE DOES NOT HAVE ACCESS FOR CLEANING STAFF IN THE WINTER MONTHS. DRIVEWAY MUST BE PLOWED & A PATHWAY TO ENTER RESIDENCE. TO AVOID THIS WE ADVISE GETTING ON OUR ‘ON CALL’ SNOW REMOVAL CUSTOMER LIST. CALL US PRIOR TO YOUR HOUSE CLEANING, SO MAINTENANCE STAFF COULD HAVE THIS DONE PRIOR TO YOUR HOUSE CLEANING.

 $20.00 PER LOAD FOR LINENS WASHED/DRIED AT BROWN BEAR OFFICE

 $35.00 PER TRIP TO DELIVER LINENS

 $35.00 PER TRIP TO FINISH LINENS LEFT IN CUSTOMERS WASHER/DRYER

 $7.50 PER GALLON– ANTI-FREEZE

WHEN CLEANING YOUR RESIDENCE THE FOLLOWING ITEMS WILL BE ADDED TO YOUR ‘CLEANING TIME’ WHEN THE FOLLOWING OCCURS:

1. ADDITIONAL TRAVEL TIME DURING WINTER/SUMMER DUE TO ROAD CLOSURES WEATHER CONDITIONS, ROAD CLOSURES, ETC.
2. CLOSING A RESIDENCE – TURNING WATER OFF AND DRAINING PIPES/PLUMBING (WITH OR WITHOUT ANTIFREEZE)

**PLEASE PROVIDE THE FOLLOWING INFORMATION**

PROPERTY

OWNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROPERTY MANAGER/

AGENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (IF APPLICABLE)

BILLING

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WORK PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LOCAL PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-MAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PAYMENT METHOD: CHECK\_\_\_\_\_\_\_CASH\_\_\_\_\_\_\_\_

**I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS AS OUTLINED AND SPECIFIED BY BROWN BEAR INC. FOR CLEANING SERVICES AT THE ABOVE ADDRESS. THE SIGNATURE OF THE OWNER AND PROPERTY MANAGER/AGENT (IF APPLICABLE) VALIDATES THIS CONTRACT FROM THE DATE WRITTEN.**

PROPERTY OWNER DATE

PROPERTY MANAGER/AGENT DATE

**SECURITY/ALARM**

**INFORMATION**

**SECURITY COMPANY NAME & PHONE NUMBER**

**COMPANY:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

 **PHONE NUMBER:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_**

ALARM LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALARM CODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALARM INSTRUCTIONS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ARRIVING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ LEAVING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PASSWORD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IF A NUMBER IS PRESSED IN WRONG WHAT IS TO BE DONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WE MUST HAVE AN E-MAIL, WRITTEN OR VERBAL CONFIRMATION FROM THE PROPERTY OWNER TO RELEASE ANY KEYS/ALARM CODE TO ANYONE OTHER THAN BROWN BEAR STAFF.

THE INFORMATION PROVIDED IS FOR BROWN BEAR INC. STAFF ONLY, UNLESS OTHERWISE ADVISED BY OWNER.

**LAST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROPERTY ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CLEANING INFORMATION SHEET**

**MAXIMUM CLEANING HOURS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

MAIN WATER VALVE: OFF / ON

\*HEAT: OFF / AUTO

\*BROWN BEAR CLEANING STAFF WILL NOT BE RESPONSIBLE FOR ADJUSTING THERMOSTATS. THEY WILL ONLY SET A THERMOSTAT TO AUTO OR OFF. ANY OTHER SETTINGS ARE TO BE DONE BY OUR TRAINED PROFESSIONAL MAINTENANCE STAFF.

ANTIFREEZE: YES / NO

BROWN BEAR TO SUPPLY ANTIFREEZE: YES / NO

PRIORITIES: GENERAL CLEAN UNLESS OTHERWISE NOTED

NOTE ANY ADDITIONAL INSTRUCTIONS/SERVICES:

MAKE UP BEDS: YES / NO

WASH LINENS: YES / NO

LEAVE DRYER RUNNING: YES / NO

EMPTY DISHWASHER: YES / NO

REMOVE PERISHABLES: YES / NO

PETS: YES / NO

WINTERIZING INSTRUCTION SHEET

WE BEGIN ANTI-FREEZING IN SEPTEMBER/OCTOBER (DEPENDING ON TEMPERATURE) AND STOP IN MAY.

PLEASE CIRCLE/FILL OUT THE APPROPRIATE INFORMATION

MAIN WATER VALVE LOCATED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WATER ON: WINTER YES / NO

 SUMMER YES / NO

 LEAVE AS IS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANTIFREEZE IN WINTER MONTHS ONLY: YES / NO

WILL YOU PROVIDE ANTIFREEZE: YES / NO

IF NO, BROWN BEAR WILL PROVIDE ANTI-FREEZE AT $7.50 PER GALLON

IF YES, WHERE WILL YOU STORE THE ANTIFREEZE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IF YOU ARE OUT OF ANTI-FREEZE OR DO NOT HAVE ENOUGH AT THE TIME OF

SERVICE WOULD YOU WANT US TO PROVIDE ANTI-FREEZE: YES / NO

\*THERMOSTAT: WINTER OFF / ON DEGREE\_\_\_\_\_\_\_\_\_\_\_\_\_

 SUMMER OFF / ON DEGREE\_\_\_\_\_\_\_\_\_\_\_\_\_

 LEAVE AS IS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*WATER HEATER OFF / ON / VACATION / LOW

 TO BE SET AT:

 MEDIUM / LEAVE AS IS

\*DO YOU HAVE AN IRRIGATION SYSTEM: YES / NO

ANY OTHER DRAINS OTHER THAN INTERIOR SINKS, TUB/SHOWERS, AND TOILETS THAT NEED TO BE OPENED YES / NO

IF YES, WHERE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BREAKER BOX LOCATED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*CLEANING STAFF WILL NOT BE RESPONSIBLE FOR SETTING WATER HEATERS, THERMOSTATS, IRRIGATION SYSTEMS AND/OR ANY SPECIAL INSTRUCTIONS. ONLY OUR TRAINED MAINTENANCE STAFF WILL TAKE CARE OF THE AFOREMENTIONED LISTED.

**BROWN BEAR INC.**

**11675 DEERFIELD DRIVE**

**TRUCKEE, CA 96161**

**530/582-8541 – CLEANING**

**530/587-2895 – MAINTENANCE**

**LICENSED / BONDED / INSURED**

**CSL #685711**

**FEES/PRICE LIST**

**BEAR BOX/METAL TRASH ENCLOSURES:**

BEAR BOX/METAL BIN: $675.00 plus tax

**INSTALLATION: $250.00**

DELIVERY OUTSIDE OF TRUCKEE: $50-$100

LOCK REPAIR: $75.00

LOCK REPLACEMENT/DOOR REPAIR: $175.00

**CLEANING SERVICES: $35.00 AN HOUR PER PERSON**

**(TWO-HOUR MINIMUM ON CLEANING SERVICES)**

COMMERCIAL/OFFICE CONSTRUCTION

RESIDENTIAL SPRING/FALL/THOROUGH

\*ADDITIONAL CLEANING CHARGES:

 HOLIDAY/WEEKENDS: $40.00 AN HOUR PER PERSON

 LAUNDRY: $20.00 PER LOAD (WASH/DRY @ BROWN BEAR)

 $35.00 PER TRIP (ADDITIONAL TRIPS TO DELIVER LAUNDRY,

 FINISH MAKING BEDS, ETC.)

**CONSTRUCTION SERVICES: $75.00 AN HOUR PER PERSON:**

CARPENTRY (DRYWALL REPAIRS, ETC.) TILE/STONE

CHIMNEY SWEEP, REPLACE PIPE, ETC. PLUMBING

REPAIRS/MAINTENANCE ELECTRICAL

\*ADDITIONAL CHARGES:

 PIPE THAWING MACHINE: $75.00 (ONE HOUR MINIMUM)

 $20.00 (EACH ADDITIONAL HOUR)

 ROOF REPAIR, NAILING/SCREWING: $275.00 (4 HOURS MINIMUM)

$75.00 (PER HOUR, PER PERSON, AFTER MINIMUM)

**DRIVEWAY SEALING (LABOR INCLUDED):**

ASPHALT: .20 cents per sq. ft.

CRACK FILLING: $50.00 MINIMUM/$1.00 PER LINEAL FOOT

**FEES/PRICE LIST – CON’T**

**HOME MAINTENANCE SERVICES:**

RESIDENTIAL INSPECTIONS:

FOUR INSPECTIONS PER MONTH: $55.00

TWO INSPECTIONS PER MONTH: $45.00

 EXTRA WEEK IN A MONTH: NO CHARGE

 OUTSIDE OF TAHOE DONNER: $35.00

 OPEN/CLOSING RESIDENCES:

 COINCIDING W/INSPECTIONS: NO CHARGE

 NOT COINCIDING W/INSPECTIONS: $20.00

ANTIFREEZE: $7.50 A GALLON

SERVICE CALLS: $35.00 AN HOUR (DELIVER KEYS, OPEN/CLOSE, ETC.)

**LANDSCAPING: $35.00 AN HOUR PER PERSON**

DEFENSIBLE SPACE PLANTING

MOWING SPRING OPEN

WEED TRIMMING FALL SHUT DOWN

\*ADDITIONAL LANDSCAPING CHARGES: DUMP FEES-MINIMUM $65.00

 **OVERTIME/AFTER HOURS/HOLIDAYS/EMERGENCY SERVICES:**

**(AFTER 5:00 P.M. MONDAY THROUGH FRIDAY, WEEKENDS & HOLIDAYS)**

EMERGENCY/SERVICE CALL: $75.00 (MIN. DURING BUSINESS HOURS)

WEEKEND/HOLIDAY/AFTER 5:00p.m.: $112.50 (ONE HOUR MINIMUM)

**PEST CONTROL: $125.00 (MINIMUM)**

**SNOW REMOVAL: $35.00 AN HOUR PER PERSON**

DECKS WALKWAYS

PROPANE TANKS ROOFS (ONLY IF ROPES/LADDERS

DRIVEWAYS ARE NOT REQUIRED)

\*ADDITIONAL SNOW REMOVAL CHARGES:

 ROOFS: $75.00 AN HOUR PER PERSON

 ICE MELT: $22.50 PER 50# BAG

**SPA SERVICES:**

MONTHLY SPA SERVICE: $80.00 (PER MONTH)

DUMP & SCRUB: $135.00

SERVICE/REPAIR: $120.00 AN HOUR (MINIMUM ONE HOUR) PLUS PARTS

**WINDOW COVERS:**

CUSTOM SHATTER RESISTANT COVERS TO PREVENT SNOW FROM BREAKING WINDOWS

CUSTOM COVERS: .30 cents per sq.ft.

LABOR: $35.00 AN HOUR PER PERSON (MINIMUM ONE HOUR)

**CONDITIONS & TERMS**

**THERE IS A MINIMUM SERVICE CHARGE OF ONE HOUR UNLESS OTHERWISE STATED**. ALL PRICING IS LABOR ONLY. ADDITIONAL COSTS INCLUDE MATERIALS, SUPPLIES, ADDITIONAL TRIPS TO JOB SITE, ETC. EACH JOB IS BILLED ON A PORT-TO-PORT BASIS. THIS INCLUDES ALL SERVICES ABOVE. WE DO NOT ADD ADDITIONAL FUEL/TRAVEL COSTS, OVERHEAD AND/OR PROFIT ASSOCIATED WITH THE JOB PERFORMED.

**CANCELLATION OF A SERVICE MUST BE WITHIN 24 HOURS OF JOB/SERVICES SCHEDULED**. IF NOTICE IS NOT RECEIVED AT 530/587-2895, 530/582-8541 OR BY E-MAIL (brownbearoffice@sbc.global.net) YOU WILL BE RESPONSIBLE FOR CHARGES TO BE DETERMINED BY BROWN BEAR INC. **IF BROWN BEAR, INC. HAS ANY TIME PREPARING THE JOB/PROJECT PRIOR TO THE CANCELLATION THE PROPERTY OWNER WILL BE LIABLE FOR ANY TIME SPENT BY BROWN BEAR INC. AND WILL BE BILLED ACCORDINGLY.**

**PAYMENT IS DUE AND PAYABLE UPON RECEIPT**. ALL STATEMENTS OVER 30 DAYS ARE SUBJECT TO LATE FEES UNTIL ALL OUTSTANDING INVOICES ARE PAID IN FULL. ALL CREDIT CARD CHARGES WILL BE INVOICED AN ADDITIONAL 3%.

**SUBCONTRACTOR SERVICES ARE OCCASIONALLY USED BY BROWN BEAR INC**. IT IS POLICY THAT ALL SUBCONTRACTORS ARE LICENSED, BONDED & INSURED. IF, A SUBCONTRACTOR IS HIRED BY BROWN BEAR INC., FEES ARE THAT OF THE SUBCONTRACTOR AND AN ADDITIONAL COORDINATION FEE, DETERMINED BY

BROWN BEAR INC.

**JOB SCHEDULING –** WE SCHEDULE ON A FIRST COME FIRST SERVE BASIS, NOTING EMERGENCIES AND WEATHER RELATED PROJECTS TAKE PRECEDENCE. WEATHER CAN CAUSE A DELAY IN SCHEDULING, RESPONSE TIME, START OF PROJECT/JOB, ETC.

**OPEN/CLOSE RESIDENCE –** 24 HOUR NOTICE TO SCHEDULE AN OPEN/CLOSE.

**APPROVAL BY PROPERTY OWNER** MUST BE A WRITTEN OR E-MAIL CONFIRMATION BEFORE ANY PROJECT/JOB IS TO BEGIN.

**ACCESS TO RESIDENCE** (KEYS/ALARM CODE) MUST BE PROVIDED PRIOR TO START OF PROJECT.

**ALL INFORMATION PROVIDED IS FOR BROWN BEAR INC. STAFF ONLY.**

**Servicing your homes *BEAR* necessities and beyond…**