J.A.K.K.’S PROPERTY UPKEEP & CLEANING

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SERVICE SCOPE & CUSTOMER CHECKLIST

Complete this checklist with the customer alongside the applicable service agreement.

Customer / property

Customer: _____

Property address: _____

Selected service(s): ■ Maintenance ■ Cleaning ■ Snow Removal

Plan / tier: _____ Estimated start date: _____

Agreed visit frequency / schedule: _____

Scope confirmation

■ Included tasks and visit frequency reviewed.

■ Exclusions and separately quoted work reviewed.

■ Property access, pets, gates, parking, and special instructions reviewed.

■ Gutter-cleaning eligibility reviewed if applicable (Standard: one seasonal visit; Full: two seasonal visits per year for eligible properties).

■ Snow allowance and extra-clearing terms reviewed if snow service is selected.

■ **Service-specific additional labor rates reviewed:** maintenance $75/hour/person; cleaning $50/hour/person; snow clearing beyond the included allowance $50/hour/person. The rate for the selected service applies; these are not one universal rate.

■ Materials for maintenance work: cost plus 20%, unless the written estimate states otherwise.

■ Subcontractor quote and any additional charges will be disclosed for customer approval before authorization.

■ Customer received/has access to the applicable service agreement and pricing.

Approval

I confirm the service scope and applicable service-specific rates were reviewed with me. Any work outside the written scope requires a separate estimate or approval before it begins.

Customer signature: _____ Date: _____

J.A.K.K.’s representative: _____ Date: _____

This checklist supplements, and does not replace, the signed service agreement.