



# RESIDENT “EXTRA” SERVICES

“Extra” services are services provided to our residents by MVT employees to help make your living here easier and more enjoyable.

“Extra” services must be booked in advance by calling the main desk at extension # 3136 or going online to [www.mountvernantowers.com](http://www.mountvernantowers.com) to request the services desired. Services may require someone to call you back to schedule a date & time. See details below.

All services require the presence of the resident if we are going to be in your condo unless the resident signs a permission at the desk allowing the employee to enter the condo to perform the work.

## LAUNDRY SERVICE

*Laundry services performed on Tuesday, Wednesday & Thursday only. Requests for service need to be in the day before pick-up. Leave your laundry outside of your condo and we will pick it up between 8am-9am. Orders not out by 8am will not be picked up. Orders will be washed, dried, folded and returned back to the condo by 4:30pm. Charges will be billed to the condo.*

### **-Wash, Dry, Fold-**

**\$1.25/pound + \$4.00 service fee**

Resident must leave laundry in a bag or basket outside of their door by 8:00am. Attendants will pick-up laundry by 9:00am. If laundry is not out it will not be collected and must be rescheduled. Laundry will be weighed and charged based on weight. Laundry is washed, dried, folded and then delivered back to the condo before 4:30pm

### **-Ironing Service-**

**\$2/article of clothing**

Articles will be picked-up, ironed, folded and returned. Tag article of clothing that needs to be ironed if sending with laundry.

## **AFTER HOURS SERVICES**

A resident may request service to be done after hours by an employee working for MVT. This does require that the resident and the employee sign an after-work release for the services provided. Payment and work will be done between the resident and the employee. MVT will hold no responsibility for those services provided. Contact extension #3136 to speak to someone about this service.

## OTHER SERVICES

### **-Shoe Shine-**

**\$5/pair**

Shoes will be cleaned with a damp cloth to remove dirt & debris then polished with same color shoe polish and buffed to finish

### **-Grocery Shopping-**

**\$4 service fee and 10% tip off of the total receipt**

We utilize INSTACART delivery services to provide all of your grocery shopping needs - [www.instacart.com](http://www.instacart.com)

Provide a shopping list (be specific) and we will place your order through Instacart for same day delivery. Requests and lists must be sent to the main desk before noon daily.

**NOTE: Drugs and other medications cannot be purchased, but many companies like CVS offer delivery services if needed.**

### **-Dog Walking-**

**\$25 per 30 minute walk**



We utilize Buckhead Paws for dog walking and cat sitting service. Put a work order in and we will personally schedule it. They will bill us and we will bill the your condo. They administer meds for free and perform vacation sitting services in your home.

**REVISED: 07/02/2019**



# CONDO CLEANING SERVICES

Why clean when you can have one of our MVT employees clean for you?

Condo cleaning is by appointment only and is only done Tuesday-Thursday during our regular work hours. Times are determined based on housekeepers availability. Call extension #3106 or go online to [www.mountvernontowers.com](http://www.mountvernontowers.com) to request this service and someone will contact you to setup a day/time for cleaning. First-time cleanings will require a pre-screen to determine if there will be any additional fees involved. Residents are welcome to book regularly scheduled appointments – weekly, bi-weekly, monthly.

*MVT employees cannot handle hazardous materials or human waste situations due to health regulations.*

Basic cleaning Includes the following:

### Kitchen

- Clean all surfaces, including counters & cabinets, clean appliance surfaces, clean empty sink & faucet, clean floor, empty trash.

### Bathroom

- Clean & sanitize counters, sink, faucet, toilet bowl & basin, clean shower & tub, clean floors, vacuum rugs, empty trash.

*Results of tile cleaning will depend on soap scum & mold buildup.*

### Floor

- All floors swept or vacuumed, hard flooring mopped or cleaned with appropriate cleaning solutions.

### Dusting

- Dust all surfaces in the condo, dust baseboards & ledges.

*We will not dust any surface with fragile Knick-Knacks on them.*

### Bedroom(s)

- Make beds, does not include changing sheets (\$3 per bed) or laundering of linens

### Balcony/Patios

- Swept

Pricing:

**Studio** - \$35.00

**One-Bedroom** - \$50.00

**Two-Bedroom** - \$80.00

*Cleanings take approximately one-hour for normal cleanings. Additional time may required depending on the cleaning necessary.*

### SUPPLEMENTAL SERVICES

*These services are in addition to the condo cleaning services provided or can be ordered on their own without a full condo cleaning.*

#### Bed Sheets - \$3/bed

Remove dirty sheets and replace with clean sheets.

Does not include laundering dirty sheets

#### Windows - \$2/set inside only

Screens are removed and cleaned, windows are washed on the inside, ledges wiped down and tracks cleaned.

#### Sliding Glass Door - \$10

Windows on both sides are cleaned, bases & tracks cleaned

#### Ceiling Fans - \$2/each

Ceiling fan motor casing and blades will be dusted

#### Trash Removal/Box Removal - \$2/bag or box

Trash will be pulled from main trash container in the condo, a new bag put in and the trash taken to the trash room.

#### Wall Cleaning - \$10 entire condo

Walls will be dusted with a damp cloth & long pole. Any marks will be removed with an eraser sponge

#### Refrigerator Cleaning - \$5

Refrigerator will be damp cleaned inside and the outside wiped down

#### Oven Cleaning - \$5 Self-Cleaning, \$10 Traditional

Ovens will be cleaned inside and out to the best of our ability

#### Box Delivery - \$5 small, \$10 large

Boxes will be picked-up and delivered to the condo