

## SERVICES WE PROVIDE

The list below covers existing services provided by **Simply Concierge**. We work with you to create a detailed plan that best fit your needs. Looking for another service not listed? Please ask as we'd be happy to discuss other options with you. An initial on-site consultation is required before services can be provided.

### Home Safety Check Services

- Fire and Carbon Monoxide Alarms
- Fire Extinguishers
- Chimney Flues
- Window and Door Security
- Key and Code Security
- Electricity and Water Check
- Damage
- Heat/AC Control

### Winter Services



- Snow Shoveling
- Sanding and Salting
  - Walkways
  - Decks
  - Stairs

Confirming Contracted Snow Plowing and Sanding are Performed

### Air BnBs | Vacation Rental Unit Services

- Supply Orders/Inventory
  - Filling Indoor Firewood Racks
  - Making Sure the Property is Fully Stocked with Needed Supplies
  - Ordering/Supply Pick Up
  - Additional Services — not provided by your contracted cleaner

#### Guest Accommodations

- Guest Relations — if owner is unreachable
- Hot Tub Checks for Water Quality, Water Level, and Scheduling Service

#### Laundry Service

- On-site or Off-site Wash/Dry/Fold Service

#### Small Maintenance and Repairs

#### Pet Care

- Animal Feeding
- Dog Walking
- Cleaning Litter and Messes

### Holiday Support Services

- Outdoor/Indoor Holiday Decor Set Up and Breakdown
- Party Set Up/Breakdown/Food Prep/Serving/Clean Up
- Holiday Shopping



### Pest Services

- Trap Checks
- Setting Traps
- Pest Removal
- Inspecting for Pest Damage or Mess



## Special Event Services

- Event Set Up/Breakdown/Food Prep/Serving/Clean Up
  - Dinner Parties
  - Outdoor Summer Parties

## Errand Runs

Groceries, Bakery, PO, Bank and anywhere in between

## Moving and Settling Services

- Packing and Unpacking
- Interior Decorating
- Organization
  - Paper Management
  - Clothes
  - Garage
  - Basements and Attics



## Contractor Oversight Services

- Arranging/Checking on Service Companies
- Supervising Contractors

## Vehicle Services

- Dropping Vehicles at Service Appointment
- Taking Vehicle to Car Wash
- Transportation Service to Work or Appointments

## Seniors and Aging Adult Services

- Meal Prep
- In-home Support/Chores
- Setting Up Appointments by Phone
- Scheduling and Calendar Management
- Companionship
- Exercise Partner
- Transportation To and From Appointments



## How We Operate

We know in Vermont that snow is a winter constant, but why let that get in the way of your scheduled concierge services? **Simply Concierge** owns 4-wheel drive company vehicles complete with studded snow tires. We are fully insured.

Before starting any services, please fill out the **Simply Clean/Concierge Services Agreement**. It can be found on our website, or a paper copy can be provided. We send invoices via email (or USPS mail if requested). Invoices can be paid via Venmo, Paypal, credit card or by mailing checks payable to: **Simply Clean at PO Box 254, Fair Haven, VT 05743**

