[Your Business Name]
[Street Address]
[City, State ZIP]
[Phone] · [Email]
[Website]
License #: [License Number]

CLEANING AGREEMENT

Agreement #	[0001]
Date	[MM/DD/YYYY]
Start date	[MM/DD/YYYY]
Initial term	[12 months]

CLIENT

[Client Business Name] ("Client")
Contact: [Name, title]
[Billing Address], [City, State ZIP]
[Phone] · [Email]

FACILITY

[Facility Address], [City, State ZIP]
Area cleaned: [00,000] sq ft · [floors / suites]
Access: [keys / key cards / alarm codes issued: number]
On-site contact: [Name, phone]

Area	Task	Frequency
Offices, conference rooms and common areas		
[All areas]	Empty trash and recycling, replace liners, take to [dumpster / collection point]	[Each service]
[All areas]	Vacuum carpets; sweep and damp-mop hard floors	[Each service]
[Offices]	Dust reachable surfaces; wipe cleared desks and tables (we do not move papers or electronics)	[Weekly]
[Entrances]	Clean entry glass and door handles; spot-clean walls and switch plates	[Each service]
Restrooms and break rooms		
[Restrooms]	Clean and disinfect toilets, urinals, sinks, counters and touch points; clean mirrors; mop floors	[Each service]
[Restrooms]	Restock paper towels, toilet tissue, soap and liners	[Each service]
[Break room]	Clean counters, sink, tables and appliance exteriors	[Each service]
Periodic and extra services (priced below)		
[Hard floors]	[Strip and wax / burnish]	[Quarterly]
[Carpets]	[Hot-water extraction]	[Twice a year]

SERVICE SCHEDULE

Days: [Monday – Friday]
Hours: [after 6:00 pm / before 7:00 am]
Holidays: [no service on (list) / service moved to next business day]
Changes to the schedule: [X] days' notice by either party

PRICE AND PAYMENT

Regular service: [$0.00] per month
Periodic services: [$0.00 each, as listed above]
Extra work: quoted in writing before it is done, or [$0.00] per cleaner-hour
Invoiced [monthly in advance / in arrears]; due within [30] days. Late fee: [your policy, if any].

NOT INCLUDED

Exterior windows, high dusting above [10] feet, biohazard cleanup, pest control, moving furniture or equipment, and anything not listed above, unless added in writing. [Edit this list to match your proposal.]

1. Supplies and equipment. Contractor provides cleaning chemicals, tools and equipment. Consumables (paper towels, toilet tissue, hand soap, trash liners) are supplied by [Client / Contractor and billed at cost plus X% / Contractor and included in the monthly price]. Client provides access to water, electricity and [a lockable janitor's closet] at no charge.

2. Keys, access and security. Contractor will sign for each key, key card and alarm code it receives, limit them to its assigned staff, lock doors and set alarms as instructed, and return them all when this agreement ends. Contractor will tell Client right away if a key or card is lost. [Who pays for rekeying after a lost key: (terms).]

3. Staff. Contractor's cleaners are its own employees [or subcontractors], not Client's. Contractor hires, trains, supervises and pays them, and is responsible for their wages, payroll taxes and workers' compensation. [Contractor screens staff before assigning them to Client's facility, as permitted by law.] Client may ask that a cleaner not be assigned to its facility, for any lawful reason.

4. Insurance and bonding. Before starting, Contractor will provide certificates showing commercial general liability of at least [$0 per occurrence / $0 aggregate], workers' compensation as required by law, [commercial auto of at least $0] and a janitorial (business service) bond of [$0]. [Client will be named as additional insured on the general liability policy.] Contractor will keep this coverage in force for the term of this agreement.

5. Safety and chemicals. Contractor will label its chemical containers, keep safety data sheets available for the products it uses at the facility, train its staff in their use, and follow the safety rules that apply to its work. Client will tell Contractor about hazards in the facility (for example, medical waste, sharps, lab areas or work under way) and any areas staff must not enter.

6. Quality and complaints. Contractor will inspect the facility [weekly / monthly] against the scope of work. Client will report missed or unsatisfactory work within [24 hours / 1 business day], and Contractor will re-clean it at no charge [within 1 business day]. [Client may request a joint walkthrough each month / quarter.]

7. Damage and loss. Client will report damage or loss it believes Contractor caused within [X] days. Contractor will repair, replace or pay for damage its staff caused. [Contractor is not responsible for normal wear, items left on floors, or damage caused by defective fixtures or surfaces.]

8. Changes and price adjustments. Changes to the scope, schedule or price must be in writing and signed by both parties. [Contractor may adjust the monthly price once a year on the anniversary of the start date with at least 30 days' written notice; Client may end this agreement before the new price takes effect.]

9. Term and termination. This agreement starts on the start date and runs for the initial term above. [It then renews for (12)-month terms unless either party gives (30) days' written notice before the end of a term.] Either party may end this agreement for any reason with [30] days' written notice. If either party fails to perform and does not correct the failure within [10] days after written notice, the other may end it right away. Client pays for services performed up to the end date.

10. No hiring of staff. [During this agreement and for (6) months after it ends, Client will not directly hire a cleaner Contractor assigned to its facility without Contractor's written consent, or will pay a placement fee of $0. Check your state's law on no-hire clauses before using this clause.]

11. Independent contractor. Contractor is an independent contractor. Contractor controls how the work is performed and is not an employee, partner or agent of Client.

12. Law and entire agreement. This agreement is governed by the laws of [State]. It, with [the scope of work and proposal dated MM/DD/YYYY], is the whole agreement between the parties; any change must be in writing and signed by both. If any part is found unenforceable, the rest stays in effect. [Add any other terms or notices your state requires.]

Client signature	Date	Contractor signature	Date
Printed name and title		Printed name and title	

[Starting point only, not legal advice: have an attorney in your state review it before use.]

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