

CLEANING SERVICES CONTRACT

This Cleaning Services Contract ("Contract") is made on [date] between:

Client: [Client's full legal name or business name], of [address] ("Client"), and

Cleaning Company: [Cleaning company's legal name or owner's name, and any business name], of [address] ("Cleaning Company").

1. Property

The Cleaning Company will clean the following property (the "Property"): [street address, city, state, ZIP, and suite or unit number].

Type of property: ☐ Residential (home, apartment, rental unit) ☐ Commercial (office, shop, clinic, other: [describe])

Approximate size: [square feet, or number of bedrooms and bathrooms, or number of rooms]

2. Services

Standard tasks at every visit: [list by room or area, e.g. "Kitchen: wipe counters, cabinet fronts and appliance exteriors, clean sink, sweep and mop floor. Bathrooms: clean toilet, tub, shower, sink and mirrors, mop floor. All rooms: dust reachable surfaces, vacuum, empty trash."]

Extra tasks, only when requested and at the price in Section 5: [e.g. inside oven, inside fridge, inside windows, laundry, move-out clean]

Not included: [e.g. biohazard or mold cleanup, pest waste, exterior windows above ground floor, moving heavy furniture, work requiring a ladder over [number] feet]

Areas the Cleaning Company should not enter or clean: [list, or "None"].

3. Schedule

☐ One-time clean on [date], starting at [time].

☐ Recurring: ☐ Weekly ☐ Every two weeks ☐ Monthly, on [day], between [time] and [time], starting on [start date].

If a scheduled visit falls on a holiday, the visit will ☐ move to [the next business day / another agreed day] ☐ be skipped without charge.

Either party may reschedule a single visit with at least [number] hours' notice.

4. Supplies and Equipment

- ☐ The Cleaning Company supplies all cleaning products and equipment.
- ☐ The Client supplies these products or equipment: [list]. The Cleaning Company supplies everything else.

Products the Cleaning Company must not use at the Property: [e.g. bleach, scented products, or "None"].

5. Price and Payment

- ☐ Flat price of [\$ amount] per visit.
- ☐ Hourly rate of [\$ amount] per cleaner per hour, with an estimated [number] hours per visit.

Extra tasks: [list each extra with its price].

Payment is due ☐ at each visit ☐ within [number] days of each invoice ☐ monthly in advance on the [day] day of the month, by [payment method].

If payment is more than [number] days late, the Client will pay a late fee of [\$ amount], if permitted by law, and the Cleaning Company may pause service until the account is current.

The Cleaning Company may change its prices by giving at least [number] days' written notice. The Client may end this Contract under Section 11 instead of accepting the new price.

6. Keys, Codes and Access

The Cleaning Company will get into the Property by: ☐ A key provided by the Client ☐ A door or lockbox code ☐ The Client or a staff member letting the crew in ☐ Other: [describe].

The Cleaning Company will keep keys and codes secure, label keys only with a code (never with the address), limit them to the staff who need them, and return all keys when this Contract ends. If a key is lost or a code may have been shared, the Cleaning Company will tell the Client the same day and will pay the reasonable cost of rekeying the affected locks if the loss was the Cleaning Company's fault.

Alarm instructions: [describe, or "No alarm"].

If the crew cannot get in at the scheduled time because of the Client (for example, a changed code or no one home to let them in), the Client will pay a lockout fee of [\$ amount or percentage of the visit price].

7. Pets, Valuables and Safety

Pets at the Property: [type, name, any instructions, or "None"].

The Client will put away cash, jewelry, medication, firearms and other valuables before each visit, and will tell the Cleaning Company about any fragile, antique or high-value items the crew should not handle: [list].

The Client will tell the Cleaning Company about any known hazard at the Property, such as loose flooring, damaged wiring or mold.

8. Breakage and Damage

The Cleaning Company will report any damage or breakage it causes to the Client on the day it happens. The Cleaning Company will, at its choice, repair the item, replace it with a similar item, or reimburse the Client its reasonable repair or replacement cost, up to the limits of its insurance.

The Cleaning Company is not responsible for normal wear and tear, for items that were already damaged, loose or unstable, or for damage caused by the Client's instructions or supplies. Any claim for damage must be reported to the Cleaning Company within [number] days of the visit.

9. Insurance and Bonding

The Cleaning Company carries general liability insurance of at least [\$ amount] per occurrence and will give the Client a certificate of insurance on request.

- ☐ The Cleaning Company is bonded with [bonding company], bond amount [\$ amount].
- ☐ The Cleaning Company is not bonded.

The Cleaning Company is responsible for its own staff, including their pay, taxes and any workers' compensation coverage required by law.

10. Independent Business

The Cleaning Company is an independent business, not the Client's employee or agent. The Cleaning Company controls how the work is done, chooses and supervises its own staff, and may use substitute staff who meet the same standards.

11. Cancellations and Ending the Contract

Skipping a visit. The Client may cancel a single visit with at least [number] hours' notice at no charge. A cancellation with less notice incurs a fee of [\$ amount or percentage of the visit price].

Satisfaction. If the Client is unhappy with any part of a visit, the Client will tell the Cleaning Company within [number] hours, and the Cleaning Company will return to re-clean that area at no extra charge.

Ending the Contract. Either party may end a recurring arrangement by giving [number] days' written notice. Either party may end this Contract immediately by written notice if the other seriously breaches it and does not fix the breach within [number] days of being told about it. The Client will pay for visits completed before the end date, and the Cleaning Company will return all keys within [number] days.

12. Notices

Notices under this Contract must be in writing and sent by email, text or mail to:

- Client: [phone, email, address]
- Cleaning Company: [phone, email, address]

13. General Terms

Entire agreement. This Contract, and any attached task checklist, is the entire agreement between the parties about the cleaning services.

Amendments. Any change must be in writing and signed by both parties, except that a written message from both parties is enough to add or remove a single extra task.

Governing law. This Contract is governed by the laws of the State of [State].

Severability. If any part of this Contract is found invalid, the rest stays in effect.

Counterparts and electronic signatures. The parties agree this agreement may be signed electronically and in counterparts, and an electronic signature has the same effect as a handwritten one.

Signatures

Client

Signature: _____

Name: [full name]

Date: [date]

Cleaning Company

Signature: _____

Name: [full name]

Date: [date]