

Cleaning Services Agreement Outline

1. Parties

Service Provider: [Company Name or Individual]

Client: [Client Name]

2. Scope of Services

- Description of cleaning services to be provided
- List of areas/spaces covered
- Specific inclusions and exclusions

3. Schedule

- Start date and end date (if applicable)
- Frequency of service (e.g., daily, weekly)
- Service days and times

4. Payment Terms

- Service rates and total fees
- Payment schedule (e.g., upon completion, monthly)
- Accepted payment methods
- Late payment penalties (if applicable)

5. Supplies and Equipment

- Responsibility for providing cleaning materials
- Use of client vs. provider equipment

6. Access to Premises

- Client's responsibilities for granting access
- Security procedures

7. Term and Termination

- Agreement duration
- Notice period for termination
- Grounds for early termination

8. Liability and Insurance

- Insurance coverage (provider and client)
- Liability for damages or injury

9. Confidentiality

- Treatment of personal or sensitive information

10. Miscellaneous

- Amendment procedures
- Governing law
- Entire agreement clause

11. Signatures

Service Provider:

Date: _____

Client:

Date: _____