

# 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: \_\_\_\_\_