[Your Company Name]
[Street Address, City, State ZIP]
[Phone] · [Email] · [Website]
[Licensed · Insured · Bonded] — License # [License #]

Commercial Cleaning Service Agreement

Janitorial · offices and retail

[Template note, delete before use: a plain-English starting point, not legal advice; have a local attorney review it for your state.]

This Commercial Cleaning Service Agreement (the "Agreement") is made on [Agreement Date] (the "Effective Date") between [Your Company Name] ("Company") and [Client Business Name] ("Client") for the premises at [Premises Address] (the "Premises").

Client business name		Contact / title	
Premises address		Phone / email	
Approx. area	[ ] sq ft, [ ] restrooms, [ ] break rooms	Service days / time	[Mon–Fri] after [6:00 pm]

1. Services

Company will provide janitorial services at the Premises as described in Schedule A (Scope and Frequency). Periodic services (carpet extraction, strip and wax, window washing) are listed separately in Schedule A and billed per occurrence. Work outside Schedule A is quoted and agreed in writing (email counts) before it is done.

2. Hours, access and security

Services are performed during the windows in Schedule A, normally outside Client's business hours. Client provides keys, access cards or codes and alarm instructions, and will notify Company at least [24] hours before any change. Company staff will secure the Premises on leaving: lights off, doors locked, alarm set as instructed. Staff wear identification [and have passed background checks]. Company keeps an access log available to Client on request.

3. Fees and payment

Fees. Client pays the monthly fee in Schedule A, invoiced [in advance on the 1st of each month / in arrears], due within [15] days of invoice. Periodic services and consumables are invoiced as performed or delivered. Invoices unpaid [10] days after the due date accrue a late fee of [1.5]% per month, to the extent allowed by law.

Annual adjustment. On each anniversary of the Effective Date, fees may increase by the greater of [3]% or the change in the Consumer Price Index, with [30] days' written notice.

4. Consumables

Client [does / does not] authorize Company to restock restroom paper, hand soap, trash liners and similar consumables. When authorized, Company supplies them at cost plus [15]% and lists them on the monthly invoice; or Client supplies them and Company restocks at no charge.

5. Client responsibilities

Client provides water, electricity, a lockable supply closet with a mop sink or equivalent, waste disposal arrangements, and a safe working environment. Client will promptly tell Company about hazards, spills of unknown substances, alarms, construction, or special events that change the scope.

6. Quality and inspections

Company's supervisor inspects the Premises at least [monthly] against the Schedule A tasks, using a written inspection checklist, and shares results with Client. Client reports any deficiency within [24] hours; Company corrects it within [1] business day at no charge. Repeated, unresolved deficiencies documented in writing are grounds for termination under Section 10.

7. Exclusions

Unless listed in Schedule A, Company does not perform:

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