



CLEANING & SUPPLIES, INC

2300 Knoll Dr. Suite B, Ventura CA 93003
tel. 805-644-5308 • fax. 805-644-7984
www.kellyclean.net

SERVICE CONTRACT

SUPPLIES AND EQUIPMENT

Kelly will furnish all cleaning chemicals and equipment. Supplies such as liners, paper towels, toilet tissue, toilet seat covers and hand soap will not be included in this estimate, unless customer desires that we supply these items at the established market price.

INSURANCE

We carry compensation and contractors liability insurance. Insurance certificate available on request.

INSPECTION

All work is systematically supervised to see that work is properly performed. An inspector will contact the person of your choice for inspection walk-throughs.

Authorized Representative
KELLY CLEANING & SUPPLIES

By _____

SERVICES INCLUDED BUT NOT LIMITED BY THIS CONTRACT

- 1. Floor area: [] Dust mopped [] Wet Mopped [] Buffed
2. Bathrooms thoroughly cleaned and sanitized.
3. Desks wiped and cleaned, except when papers on desk should not be moved.
4. Trash barrels emptied, liners installed and changed when needed (if provided).
5. High/Low dusting, i.e. air vents, baseboards and window sills.
6. Recycle containers emptied.
7. Phones cleaned - receivers washers, numbers dusted
8. Carpets vacuumed and spot cleaned, as necessary.
9. Fingerprint smudges removed from entry glass.
10. Soap and tissue container filled (if provided).

Windows washed:
[] Monthly [] Quarterly [] Yearly

Floors stripped and sealed:
[] Included [] Bid separately at: _____

Carpet cleaned:
[] Included [] Bid separately at: _____

ADDITIONAL SERVICES REQUESTED:

TERMS OF THIS AGREEMENT

- 1. This agreement constitutes the entire and only agreement between the parties and sets forth all terms and promises. Any changes hereafter must be in writing and accepted by both parties.
2. This service agreement shall be for 1 year with the option to renew considering cost-of-living increase.
3. This service agreement may be terminated by either party upon a 30-day notice.

Days per week

Price per month

Service to start on

Alternate Bid Proposal

Days per week

Price per month

Service to start on

Approval and Accepted:

Company

Address

By



CLEANING & SUPPLIES, INC

2300 Knoll Dr., Suite B, Ventura CA 93003
tel. (805) 658-8858 • fax. (805) 658-7858
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MASTER CLEANING SCHEDULE

Account Name: _____ Date: _____

Address: _____ Phone: _____

Attention: _____ Job Site: _____

Days of service: _____ Service to be performed: After 6 p.m. between the hours of _____ p.m. _____ a.m.

- Specific areas to be serviced: [] Entire Area [] General Area [] Restrooms
[] Plant Area [] Plant Restrooms [] Warehouse Area

WEEKLY CLEANING SERVICE

Days per week _____

- [] Sanitize doorknobs, clean kick plates.
[] Empty and clean wastebaskets and other waste containers, inserting liners as required if furnished.
[] Clean stairways, dust banisters and hand rails
[] Dust and clean level surfaces or desks, telephones, chairs, tables, filing cabinets, other office furniture and window sills.
[] Vacuum rugs and spot clean carpeting
[] Sweep and damp mop floors
[] Clean microwave: [] Interior [] Exterior
[] Thoroughly sanitize all restrooms. This includes damp mopping floor areas, clean mirrors and bright metal.
Such supplies to be furnished by:
[] Customer [] Contractor
[] Billed extra [] Included in the contract
[] Clean elevator floor and walls
[] Clean lobby entrance and entrance glass
[] Clean drinking fountain
[] Maintain janitor closet clean and orderly
[] Leave notice advising of any irregularities noted during servicing (i.e. defective plumbing fixtures, doors left unlocked, lights left burning, shortages of restroom supplies).
[] Breakroom/Kitchenette (i.e. floor mopped, counters cleaned, trash emptied, tables & chairs wiped).

MONTHLY CLEANING SERVICE

- [] Clean and disinfect all telephones
[] Dust venetian blinds
[] High dust moldings, door and window casings
[] Vacuum upholstered furniture
[] Clean picture frames and wipe glass
[] Clean all electric switchplate covers
[] Sweep vault area. Damp mop and wax vault floor area
[] Clean refrigerator: [] Interior [] Exterior
[] Damp mop and buff _____

Windows and glass:

- [] Clean all interior partitions and door glass windows:
[] Monthly [] Quarterly [] Yearly
[] Clean office windows: [] Out [] In [] Billed extra on call
[] Clean all windows: [] Out [] In [] Billed extra on call

QUARTERLY CLEANING SERVICE

- [] Wash naugahyde or plastic covered furniture
[] Dust overhead lighting fixtures and lighting glass
[] Dust ventilator ducts, and vacuum surrounding ceiling areas
[] Brush down all wall areas
[] Wash partitions and all ceramic tile wall areas in restrooms
[] Scrub, wax and buff floor
[] Strip, wax and buff floor
[] Clean all carpeted areas [] Billed extra at _____

OTHER SPECIAL SERVICES:

