

Janitorial Cleaning Job Specifications Sheet

Location:

Contact info:

Rooms and areas to be cleaned

Front entry

Sales Floor

Employee Restroom

Tasks to complete every visit

Dust surfaces including:

Vacuum all floors in these rooms:

Mop hard flooring in these areas:

Restroom fixtures and floor

Tasks to alternate as needed

Supplies

Trellis Essentials will provide and store vacuum and mop equipment on location

Cleaning supplies are provided by customer as follows:

Approved by: _____

signature

date

Janitorial Cleaning Service Agreement

Submitted by:

Trellis Essentials LLC, Orange MA
www.trelliessentials.com

Submitted to:

Trellis Essentials LLC (Trellis) is an eco friendly cleaning company and will not provide cleaning products that have harmful ingredients. Our Philosophy is to do it right the first time, pay attention to the details and provide excellent customer service.

Trellis commits to providing cleaning services based on the schedule outlined in this document, using the attached job specifications sheet as a guideline. Trellis will provide botanical disinfectant as specified in the job specifications sheet. Additional supplies may be ordered and billed separately upon request.

Service Schedule

- Arrival will be after the business hours on service days.
- Schedule changes in observance of holidays will be arranged in advance by the customer.
- This may be subject to change with written consent at the request of the customer.
- Add on and emergency cleaning services may be requested and will be charged separately.
- Work is to be done ____ times per week, on _____.

This service contract is to be ongoing for a minimum of four months and will be billed immediately from the date of acceptance with a month-to-month commitment there after. After the first four months either party may cancel with thirty (30) days notice to the other party. Payments will be due *prior to service*. Invoices will be sent monthly via email, up to 14 days before the new calendar month.

Invoicing and Payments

All invoices will be itemized according to the schedule for the next month and any added services or supplies requested in advance.

Work is to be done for the sum of ____ per _____, invoiced before the start of every calendar month. Payment options include online credit or debit card transactions through the invoice portal, checks in person or by mail, and direct bank transfers arranged by payer. Mailed check payments are to be made to Trellis Essentials LLC, P.O. Box 914, Orange MA 01364. Late payments will be subject to standard late charge of 2%, this amount shall be added on to the invoice total after 30 days of non-payment and an updated invoice resubmitted every seven (7) days thereafter.

Notice and Contact Information

Service issues and schedule changes, please contact _____

Invoices, payments, and orders, please contact _____

Any alteration or deviation from the job specifications (attached) involving extra time/cost will be executed upon verbal or written order, no less than 48 hours before the next cleaning visit to allow for schedule changes, and will become an extra charge, invoiced separately, over and above the proposal price stated. If any specified task is skipped over or overlooked it shall be brought to our attention immediately so the situation can be remedied or proper adjustment made to billing. All work to be done, on the days and times as stated above, and all agreements are contingent upon conditions beyond our control, i.e., severe weather, accident, illness, schedule changes, etc. The client will be notified and not charged for cancellations initiated by the cleaning service. Changes initiated by the client without at least thirty (30) days notice will not reduce the fee charged for the current month of service.

Respectfully submitted by: _____, of Trellis Essentials LLC, on this ____ day of _____, 2021

Acceptance of Agreement

The above price, specifications and conditions are satisfactory and hereby accepted. Trellis Essentials LLC is authorized to do the work as specified. Payment will be made as outlined above.

Accepted by: _____ [print full name]

_____ [signature & date]