

CLEANING SERVICE CONTRACT

Contract Date: _____

Property Address: _____

Property Owner/Manager: _____

Cleaning Service: _____

Service Period: _____

1. SCOPE OF SERVICES

TURNOVER CLEANING SERVICES (Weekly/Between Guests)

Kitchen

- Clean and sanitize all countertops, backsplash, and surfaces
- Clean interior and exterior of all appliances (refrigerator, stove, oven, microwave, dishwasher)
- Empty and clean refrigerator, remove expired items
- Load/run/unload dishwasher; hand wash remaining dishes
- Clean and sanitize sink and faucet
- Sweep and mop floors
- Take out trash and replace liners
- Wipe down cabinet fronts and handles
- Clean light fixtures and switch plates

Bathrooms

- Clean and disinfect toilet (inside, outside, behind, base)
- Clean and sanitize shower/tub, including tiles and fixtures
- Clean mirrors and vanity surfaces
- Sanitize sink, faucet, and countertops
- Sweep and mop floors
- Replace toilet paper and replenish amenities
- Empty trash and replace liners
- Clean light fixtures and exhaust fans

Bedrooms

- Strip and remake all beds with fresh linens
- Dust all surfaces (nightstands, dressers, lamps)
- Vacuum carpets or sweep/mop hard floors
- Clean mirrors and glass surfaces
- Empty trash receptacles
- Organize furniture and personal items left by guests

Living Areas

- Dust all furniture, electronics, and decorative items
- Vacuum upholstered furniture and cushions
- Vacuum carpets or sweep/mop hard floors
- Clean coffee tables, end tables, and entertainment centers
- Wipe down remotes, light switches, and door handles
- Empty trash and replace liners
- Straighten and organize common areas

General Services

- Replace all towels and bed linens with fresh, clean items
- Restock paper products, soap, and basic amenities
- Sweep decks, porches, and entry areas
- Check and replace light bulbs as needed
- Basic inventory check and report missing/damaged items
- Final walk-through and quality inspection

2. ADDITIONAL SERVICES (Upon Request)

- **Deep cleaning:** \$250-\$400 per service
 - **Laundry service:** \$15-\$25 per load
 - **Window cleaning (interior):** \$75-\$125 per service
 - **Refrigerator deep clean:** \$35-\$50 per service
 - **Oven deep clean:** \$40-\$60 per service
 - **Carpet spot treatment:** \$25-\$45 per room
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3. PRICING AND PAYMENT TERMS

- **Standard Turnover Rate:**
 - 1-2 Bedroom: \$85-\$120 per cleaning
 - 3-4 Bedroom: \$125-\$175 per cleaning
 - 5+ Bedroom: \$180-\$250 per cleaning
- **Property Size:** _____ bedrooms, _____ bathrooms
- **Payment Terms:** Net 15 days
- **Late Payment Fee:** \$25 or 1.5% per month
- **Seasonal Rate Adjustment:** 15-20% increase during peak season (July-August)

Billing Schedule: ☐ Weekly ☐ Bi-weekly ☐ Monthly ☐ Per Service

4. SCHEDULING AND ACCESS

- **Standard Cleaning Window:** 4-6 hours between guest checkout and check-in
 - **Typical Cleaning Time:** 2-4 hours per turnover
 - **Key/Access Method:** _____
 - **Emergency Contact:** _____
 - **Minimum Notice for Cancellation:** 24 hours
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5. SUPPLIES AND EQUIPMENT

Client Provides:

- All cleaning supplies and chemicals
- Fresh linens, towels, and amenities
- Vacuum cleaner and cleaning equipment
- Trash bags and paper products

Service Provider Provides:

- Professional cleaning tools
 - Transportation to/from property
 - Insurance and bonding coverage
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6. QUALITY STANDARDS AND GUARANTEES

- All work performed to professional hospitality standards
 - 24-hour callback guarantee for any issues reported
 - Pre-approved cleaning checklist to be completed for each service
 - Photo documentation available upon request
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7. LIABILITY AND INSURANCE

- Cleaning service maintains general liability insurance (minimum \$1,000,000)
 - Bonded employees for theft protection
 - Property damage coverage up to \$10,000
 - Client responsible for securing valuables and personal items
 - Service provider not liable for pre-existing damage or wear
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8. TERMINATION AND CANCELLATION

- Either party may terminate with 30 days written notice
 - Individual cleaning cancellations require 24 hours notice
 - Seasonal contracts run from May 1 to October 31
 - Final payment due within 15 days of last service
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9. SPECIAL CONSIDERATIONS FOR MAINE RENTAL

- **Seasonal Variations:** Adjusted scheduling for peak summer season
 - **Weather Contingencies:** Alternative arrangements for severe weather
 - **Local Regulations:** Compliance with Maine lodging and health regulations
 - **Eco-Friendly Options:** Use of environmentally safe products available
 - **Pest Management:** Basic inspection and reporting included
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10. COMMUNICATION AND REPORTING

- **Property Manager Contact:** _____
- **Service Issues Hotline:** _____
- **Preferred Communication:** ☐ Phone ☐ Email ☐ Text ☐ App

- **Reporting Method:** ☐ Digital checklist ☐ Photo report ☐ Written log
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11. SPECIAL INSTRUCTIONS

Property-Specific Notes:

Guest Instructions/Welcome Book Location:

Emergency Procedures:

SIGNATURES

Property Owner/Manager:

Print Name: _____ Date: _____

Signature: _____

Cleaning Service Representative:

Print Name: _____ Date: _____

Signature: _____

Company: _____

License #: _____

This contract is governed by the laws of the State of Maine. Any disputes shall be resolved in _____ County, Maine.

Contract Effective Date: _____

Contract Expiration Date: _____

Renewal Terms: _____