



NEWDAWN CLEANING LTD
55 Elizabeth Way
Basildon, Essex
SS 15 5GN
01268421872/07716088904

Cleaning Contract

For _____

Location _____

Contact _____

Phone Number _____

Service Required

Frequency

Service Required

Frequency

AREA/ITEMS	WORK DESCRIPTION	Frequency				AREA/ITEMS	WORK DESCRIPTION	Frequency			
		ye ar ly	Mon thly	We ek ly	Oth ers			ye ar ly	Mon thly	We ek ly	Oth ers
RESTROOMS						DOORS- WALLS PARTITIONS					
TOILETS SINKS URINALS	CLEAN SANITIZE POLISH					ENTRANCE GLASS DOORS	CLEAN				
TRASH CONTAINERS	EMPTY LINE CLEAN SANITIZE					INTERIOR GLASS	CLEAN				
DISPENSER, SOAP TOWEL, TISSUE NAPKIN	FILL CLEAN SANITIZE					LEDGES WINDOW SILLS	DUST				
GLASS. MIRRORS CHROME HARDWARE	CLEAN POLISH					DOORS FRAMES WALLS	SPOT CLEAN				
FLOORS	SWEEP DAMP MOP SANITIZE					BASEBOARDS	DUST				
PARTITIONS DOORS	DUST DAMP MOP SPOT CLEAN										
WALLS BY SINKS/ URINALS	DAMP WIPE										
FLOOR DRAINS	SEAL - CLEAN										
FLOORS						MISCELLANE OUS					
RESILIENT	SWEEP					WASTE CANS	EMPTY				
RESILIENT	DAMP MOP					ASIL TRAYS URINALS	EMPTY DAMP WIPE				
RESILIENT	WAX					VENDING MACHINES	DAMP WIPE				
RESILIENT	DUMP					LIGHTS	REPLACE - DUST				
CEMENT TERRAZZO - TILE OTHER	SWEEP DAMP MOP					CHAIRS CLOCKS PCTURES	DUST - DAMP WIPE				

<i>RUGS - CARPETS</i>	<i>VACUUM SHAMPOO</i>					<i>VENTS LOUVRES FANS - BLINDS</i>	<i>CLEAN - VACUUM</i>				
						<i>UPHOLSTERED FURNITURE DRAFTS</i>	<i>VACUUM - SHAMPOO</i>				
<i>EXTERIOR</i>						<i>GLASS WINDOWS DOORS</i>	<i>CLEAN</i>				
<i>ENTRANCE PAPER</i>	<i>SWEEP</i>					<i>MATS</i>	<i>VACUUM - PICK UP/TURN</i>				
<i>PAPER - DEBRIS</i>	<i>PICK UP</i>					<i>DRINKING FOUNTAINS</i>	<i>CLEAN - POLISH SANITIZE</i>				
<i>SIDEWALK</i>	<i>SWEEP</i>					<i>KICKPLATES THRESHOLDS</i>	<i>CLEAN - POLISH</i>				
<i>PARKING LOTS</i>	<i>SWEEP</i>					<i>LIGHTS SWITCHES HANDLES PUSHPLATES</i>	<i>CLEAN - POLISH</i>				
						<i>DESKS - TABLES PHONES</i>	<i>DUST - DAMP WIFE - SANITIZE</i>				
						<i>JANITORS STORAGE AREAS</i>	<i>CLEAN ORGANIZE RESTOCK</i>				

Special Transactions

1. In the event that this Agreement proves unsatisfactory, it may be terminated by a 30days written notice by either party _____
2. Total costs of services will be _____ per month
3. Date services begin _____
4. This offer or agreement expires on _____
5. Cleaning supplies to perform this services will be supplied by _____

Quoted by _____ Date _____

Authorized Signature _____ Date _____