

Janitorial Service Contract Template

The fifteen terms every janitorial agreement needs, with room to complete each one. Tailor it to your facility, and keep a copy.



This template is a general starting point and is not legal advice. Have it reviewed by a qualified professional before anyone signs it.

Parties and premises

Fill in the basic facts first: the parties, the premises, the schedule and the scope.

Client

Service provider

Premises (address and areas covered)

Start date

1. Parties and scope

Who is entering the agreement, and a clear description of the premises and the work to be done.

2. Schedule and frequency

How often the space is cleaned, on which days and hours, and how holidays are handled.

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Review the agreement at least once a year, and whenever the scope, schedule or pricing changes.

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3. Detailed services list

The specific tasks covered, from washrooms and kitchens to floors, fixtures and waste.

4. Exclusions

What is not included, such as specialty services or one-off deep projects, so nothing is assumed.

5. Supplies and equipment

Who provides the products, tools and machines, and who restocks them.

6. Pricing and payment

The amount, the billing cycle, the payment method and any terms for late payment.

7. Term and renewal

How long the agreement runs, whether it renews automatically, and at what notice.

8. Termination clauses

How either party can end the agreement, and under what conditions.

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9. Notice periods

How much advance notice is required for changes, cancellation or non-renewal.

10. Liability

Who is responsible for damage, and how any claim is documented and resolved.

11. Staffing and background checks

Who performs the work, and the company's screening and training standards.

12. Quality standards and inspections

How the work is checked, how feedback is handled, and what happens if the standard slips.

13. Safety and product handling

How products are used and stored, consistent with the principles of WHMIS 2015.

14. Confidentiality and access

How keys, alarms, security and sensitive areas are managed.

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15. Changes and dispute resolution

How the scope or pricing is changed and how disagreements are resolved.

Contract review checklist

Work through these steps before signing, and prepare the agreement for your facility.

- ☐ Walk the facility and build an accurate scope and schedule before you look at the contract.
- ☐ Review all fifteen essential terms and tailor each one to your real arrangement.
- ☐ Confirm staffing, background checks, product handling and quality standards with the provider.
- ☐ Set clear pricing, payment, notice, termination and renewal terms, and get them in writing.
- ☐ Sign, keep a copy, and schedule a regular review of the agreement as the facility changes.

Signatures

Sign, keep a copy, and schedule a regular review of the agreement as the facility changes.

Client

Name _____

Signature _____

Date _____

Service provider

Name _____

Signature _____

Date _____

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