CLEANING AGREEMENT
GAGE COUNTY EXTENSION OFFICE

Office service cleaning requirements

Once per week:

1. Sweep and vacuum all office areas and restrooms
2. Dust/wipe down all horizontal surfaces
3. Clean toilets, sinks and fixtures in restrooms
4. Damp mop/scrub vinyl floors
5. Clean kitchen in meeting room
6. Empty all trash cans

Once every six months:

1. Wash all windows and doors
2. Spot clean wall surfaces and dust wall hangings
3. Shampoo or steam clean carpets

Amount of bid per week $_____ Total (52 wks) $ _____

Additional amount for carpet cleaning per time $_____
(2 times per year)

_____ _____
Name or Business Name Address

_____ _____
Owner's Printed Name Contact Phone Number

_____ _____
Signature Date

Board Approval:

_____ _____
Chairman Date