

CLEANING AGREEMENT  
GAGE COUNTY HIGHWAY DEPARTMENT

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 and fixtures in restrooms
4. Damp mop/scrub vinyl floors
5. Sweep front and back steps
6. Empty all trash cans

Once every six months:

1. Wash all windows
2. Spot clean carpets and wall surfaces and dust wall hangings
3. Clean front & back doors, screen doors, and door windows

Once per year:

1. Shampoo or steam clean carpets
2. Wash or damp wipe inside & outside of waste baskets

Amount of bid per week \$ \_\_\_\_\_ Total (52 wks) \$ \_\_\_\_\_

Additional amount for carpet cleaning \$ \_\_\_\_\_

\_\_\_\_\_  
Name or Business Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Owner's Printed Name

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Board Approval:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date