

Contract 2023



Date: 06/01/2023

Please find below our agreement for cleaning your office in western road. All work as instructed will be done in the morning or evening between Monday to Friday on a daily schedule. As mentioned when we met, the clean is to focus on ensuring a high standard of cleanliness and hygiene throughout.

Work to be completed at Western Roads office

- Hoover communal hallway, office and kitchen areas
- Keeping all entrances clear and swept
- All defects or maintenance issues that arise are to be reported.
- Ensuring no litter is present on the property
- Ensuring the office, hallway, kitchen and toilets is kept at a high standard of cleanliness and hygiene
- Disinfecting all hard surfaces, touchpoints, basins and toilets every visit.

Charges:

Per week charge £180.00 (Price includes VAT)

Per week charge for window cleaning £10.00

Notice period

Each party reserves the right to give notice. A monthly notice period will be accepted by either party to cease all works and will be adhered to.

What you will get:

- Uniformed staff
- Risk assessments can be completed where necessary
- A dedicated internal cleaning manager who will respond to any queries
- A company with all the necessary insurance in place for peace of mind

Please feel free to contact me personally if you have any questions on the above.

Kind regards,

Sean

VAT Number: 335 7081 03