

CONTRACT FOR SERVICES

1. Self-employed Cleaner (SEC): _____

2. Householder (HH): _____

3. Dwelling where work is to be carried out: _____

4. Nature of Work: _____

5. Minimum hours to be worked: _____ Weekly Fortnightly

6. Day(s) and/or times work to be done: _____

7. Hourly rate for job: £ _____

8. i) Payment Method: Cash Cheque Bank Transfer Other

ii) For other, please specify: _____

iii) On presentation of invoice After work has been inspected and approved by the HH

9. The SEC agrees to correct any poorly executed work free of any charge to the HH.

10. Materials: the SEC undertakes to use no products containing bleach.

11. The SEC will provide an alternative insured and properly vetted police checked cleaner when necessary.

12. The SEC undertakes to keep the HH's keys in a safe place and to return these at the HH's request.

13. The parties agree to give each other a minimum of two (2) weeks' notice of proposed holidays or other planned absences.

14. The parties undertake to give each other a minimum of two (2) weeks' notice of cancellation of this agreement.

HH: _____ Date: _____

SEC: _____ Date: _____

N.B. Clauses can be amended and deleted as agreed. Any additional clauses should be recorded on a separate page and signed by both parties. A verbal contract for services is equally binding on both parties.

KEY RELEASE FORM

I,

.....
accept and take responsibility for the following keys to the property situated at:

.....
.....
Keys:

1.

2.

3.

4.

I undertake to:

1. Keep the keys in a safe place when not required for access to the property.
2. Not add any identifying marks, etc., to the keys.
3. Return them securely when requested to do so as instructed by the Householder.
4. Not allow any unauthorised person access to the keys.

Signed:

.....
Date:

.....

TASK SHEET

ENTRANCE AREA		KITCHEN		IRONING	
Wipe door clean		Clean hob		Shirts	
Clean window sills / ledges		Clean outside of appliances		Trousers	
Clean skirting		Clean outside cupboards		Dresses	
Vacuum floor incl edges		Wipe down all surfaces		Skirts	
Mop floor		Clean sink & buff taps		Shorts	
		Wash up / empty dishwasher			
		Clean all window sills/ledges			
		Clean skirting / kick boards			
		Vacuum floor incl edges			
		Mop floor			
LIVING ROOM					
Dust picture frames				OTHER ROOMS	
Clean mirrors					
Dust / polish tables					
Dust / polish chairs					
Dust / clean fireplace		W.C. & BATHROOM(S)			
Dust all surfaces		Clean bath & basin			
Clean window sills / ledges		Clean shower area in / outside			
Clean skirting		Clean toilet in / outside			
Vacuum floor incl edges		Clean & buff taps			
Mop floor		Clean all tiled surfaces			
		Clean mirrors			
		Vacuum floor incl edges			
		Mop floor			
				COMMENTS	
DINING ROOM					
Dust picture frames					
Clean mirrors					
Dust / polish tables					
Dust / polish chairs		STAIRS/COMMON PARTS			
Dust / clean fireplace		Dust picture frames			
Dust all surfaces		Clean mirrors			
Clean window sills / ledges		Dust / polish handrails		CLEANING PRODUCTS	
Clean skirting		Clean skirting		<u>Cleaning products are located:</u>	
Vacuum floor incl edges		Vacuum floor incl edges			
Mop floor		Mop floor			
HEALTH & SAFETY – PLEASE DO NOT USE BLEACH					