



**Instructions:**

- This form must be turned in a week in advance of the first service date to the attention of Supervisor Mark Kinnard at the Unit 1 Central Office, 2650 Durant Avenue. For questions, please call (510) 643-2676.
- The cleaning service is a reoccurring fee that will show up on your CARS student billing account based on the number of service(s) requested. There is a minimum of one (1) service request per month for this service.
- Occupants of the apartments do not need to be present during the time of the cleaning service. Residents of the studio apartments agree to have custodial staff come in to do the cleaning.
- Occupants will be notified of the day of their cleaning at least 72 hours prior to the appointment.
- Any concerns about the service after it's completed must be addressed to Supervisor Mark Kinnard within 24 hours of the cleaning via email (mkinnard@berkeley.edu).
- The current program begins in August 2015, and will end on Friday, December 18, 2015, the last day of the Fall semester. After Winter Break, service will resume on Tuesday, January 11, 2016. There will be a break in service during Spring Recess, from Monday, March 21 through Friday, March 25, 2016. The service will end on Friday, May 13, 2016. Residents will be notified of schedule changes.

**Agreement for Custodial Cleaning Service**

This Agreement is made between the undersigned, (hereafter known as the Resident) and Residential and Student Service Programs (RSSP). The Resident desires to have custodial cleaning, described below, performed upon the premises of the Resident located at 2100 Channing Way. Studio Apartment \_\_\_\_\_.

**Therefore, the parties hereby agree as follows:**

1. Resident shall grant custodial access to the studio apartment during regular business hours and other mutually agreeable times.
2. Resident shall prepare for the custodial services by removing their personal belongings, like clothes and toiletries from the bathroom floors, bathtub and counter tops. Dishes, garbage and food items should be removed from kitchen floors and countertops. Resident will be notified of their assigned cleaning days in advance.
3. Resident shall pay Residential and Student Service Program \$45 per hour / per custodial staff needed. This amount will be charged to their student CARS billing account. Each visit will include a pre-cleaning assessment and Resident will be notified of the approximate number of hours needed for the cleaning session. (Normal service requests take only one hour.)

**4. Services to be performed by the Custodial Staff include:**

**Kitchen:**

- Cleaning of counter tops, cleaning of inside and outside of the university provided microwave oven, countertop oven, surface cleaning of refrigerator, surface cleaning of the cabinet area, surface wall areas of the kitchen and sweeping and mopping of the floors.

**Bathroom:**

- Surface cleaning of cleared areas around the countertop, sinks and mirrors, surface cleaning of cabinets, disinfecting toilet, sweeping and mopping of floors, scrubbing and disinfecting shower and cleaning / disinfecting shower tub and curtains.

**Trash and recycling:**

- Custodial Staff will remove trash and recycling. (Please make your disposals obvious to avoid anything important being thrown out.)

**5. This service will be requested on a reoccurring basis for:**

\_\_\_ 1 time a month \_\_\_ 2 times a month \_\_\_ 3 times a month \_\_\_ 4 times a month

6. Residential and Student Service Program shall begin performing services on \_\_\_\_\_. Thereafter, services shall be performed on a reoccurring basis every month on this day(s).

7. Either party may terminate this agreement with written notice to the other party. Any payment for services rendered owed by the Resident shall be due and payable at the time this agreement is terminated.

8. If the custodial staff has to clean any excessive mess, Resident could be charged an extra cleaning fee (billed at \$45 per hour / per staff needed).

9. Areas / Items not covered in this agreement for custodial service:

- We will not move personal items around your bed to vacuum the carpet, but we will vacuum any clear area.
- Cleaning of any dishes, removal of any personal items left in the kitchen to clean around.
- Cleaning of any personal items such as TV's and electronics.

**The undersigned agree to these terms and conditions of service:**

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**Resident, Name / Apartment Room #**

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**Signature / Student ID number**