Commercial Cleaning Key and Access Agreement

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Template notice. This is a general-purpose handover record. Lock, key, liability and insurance rules vary by state and by lease. Check with a lawyer or your insurance agent before relying on the wording. Do not write alarm or door codes on this sheet.

1. Parties and Site

- Cleaning company: _____
- Company contact: _____
- Client (business or building owner): _____
- Building contact: _____
- Site address: _____
- Date of agreement: _____

2. Who May Enter and When

- Days of entry: _____
- Hours of entry: _____
- Entry method: _____
- After-hours building contact: _____

People authorized to enter and use the items in section 3:

3. Keys, Fobs and Cards Issued

List each item the client gives _____. Use the tag number or label on the item, and do not write a code.

Item (key, fob, card)	Tag or label no.	Opens	Issued to	Date issued

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4. Alarm and Locking Up

Alarm handling: _____

- The crew lead locks every door and window that was locked on arrival, or that the client has asked to be locked.
- The crew lead sets the alarm on departure, if the building has one.
- The crew tells the after-hours contact in section 2 about any door that will not lock or an alarm that will not set.

5. Care of Keys and Cards

- _____ will keep the items in section 3 in a secure place and will not lend them to anyone not named in section 2.
- _____ will not copy a key or a card unless the client agrees in writing.
- Items stay on the client's premises or with a named crew member. They are not left in a vehicle, in a bag or at a crew member's home overnight unless the client agrees.
- Each crew member who receives an item signs the log in section 7.

6. Lost, Stolen or Damaged Items

_____ will tell the client the same day if a key, fob or card is lost, stolen or damaged, or if a person holding one leaves the crew without returning it. The two sides will agree in writing who arranges and who pays for re-keying or replacement. The charge for a lost item is: _____.

7. Key Log

Record each hand-off. Add a row when an item changes hands, and fill in the return date when it comes back.

Tag or label	Held by	Date out	Signature	Date returned	Received by

8. Return at the End of the Contract

When the contract ends or the client asks, _____ returns every item in section 3 and the client signs the log to confirm. The client may change locks, codes or cards at any time, and _____ will turn in anything it is asked to turn in.

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9. Notes

10. Signatures

Both sides confirm that the items in section 3 were handed over as listed and agree to the terms above. This is a record of access. It does not change the scope or price in the cleaning contract.

CLIENT OR BUILDING MANAGER

Signature

Printed Name and Date

CLEANING COMPANY

Signature

Printed Name and Date

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