Maintenance Contract Form Sample for Building Facilities

This **maintenance contract form** sample outlines the terms and conditions for managing building facilities efficiently. It ensures clear responsibilities, scheduled upkeep, and prompt repairs to maintain optimal functionality. Using this form helps both service providers and property owners establish a reliable maintenance agreement.

1. Parties to the Agreement

Service Provider	
Property Owner/Manager	
Property Address	
Contract Start Date	
Contract End Date	

2. Scope of Services

The service provider shall perform the following maintenance activities for the property:

- Routine inspections (weekly/monthly/quarterly)
- Equipment servicing (HVAC, elevators, generators, etc.)
- Plumbing and electrical maintenance
- Safety checks (fire alarms, extinguishers, emergency lighting)
- General repairs and prompt emergency response
- Cleaning and waste management (optional)

3. Payment Terms

Service Fee	per month / year
Payment Schedule	Due on the _____ day of each month
Payment Method	

4. Responsibilities

- **Service Provider:** Responsible for performing the above-listed services according to agreed schedules and standards. Must provide detailed reports after each visit.
- **Property Owner/Manager:** Must grant reasonable access to the premises and facilitate utility provisions required for maintenance tasks.

5. Terms and Conditions

1. Either party may terminate this agreement with _____ days' written notice.
2. The service provider is insured and adheres to all applicable laws and safety regulations.
3. Any additional repairs or emergency service outside the agreed scope will be subject to separate charges and prior approval.
4. Disputes shall be resolved through negotiation or as per the jurisdiction of _____ .

6. Acknowledgement & Signatures

Service Provider Signature	_____ Name: [ ] Date: [ ]
Property Owner/Manager Signature	_____ Name: [ ] Date: [ ]