



# Roof Cleaning Maintenance Contract

This contract serves as an agreement between \_\_\_\_\_ in city of \_\_\_\_\_ and **Seacoast Building & Design** for the the following roof cleaning and maintenance plan:

### Service Plans (please choose one):

- Plan I** Four (4) Roof Cleanings Annually (Spring, Summer, Early Fall, Late Fall)  
**Total Cost: \$** \_\_\_\_\_
- Plan II** Three (3) Roof Cleanings Annually: \_\_\_\_\_ , \_\_\_\_\_ & \_\_\_\_\_  
**Total Cost: \$** \_\_\_\_\_
- Plan III** Two (2) Roof Cleanings Annually: \_\_\_\_\_ & \_\_\_\_\_  
**Total Cost: \$** \_\_\_\_\_
- Plan IV** One (1) Annual Cleaning: \_\_\_\_\_  
**Total Cost: \$** \_\_\_\_\_
- Plan V** A One-time Cleaning: \_\_\_\_\_  
**Total Cost: \$** \_\_\_\_\_

Notes

Each plan includes complete roof inspection. This includes flashings around chimneys, pipes, skylights, etc. We will resecure loose metal items, reseal cracks or missing caulk joints. We will inspect and clean drains of debris and re-secure drain fasteners if necessary on flat roofs. We will also inspect seams in the roof field and expansion joints, membrane, penetrations, and scuppers on flat roofs. We will remove any roof debris first before high-pressure washing the surface where lichen, algae, fungus or moss has accumulated.

### Terms & Conditions:

1. **Terms:** This contract covers the period (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
2. **Essential Service:** Complete roof inspection will be performed. Minor repairs will be made, including caulking. Roof will be cleaned and debris removed from roof, including detached garage.
3. **Scheduling:** Early cleanings will take place in March, April or May. Late cleanings will take place in August, September, October. **Seacoast Building & Design** will provide roof cleaning services after notifying homeowner or business of time and day being performed. Please note any special instructions on the contract, e.g., close the gate, etc.
4. **Payment & Late Fees:** There are two options for payment:
  - 1. Pay after each cleaning. If you choose this option, a bill will be placed in your mailbox after each cleaning.
  - 2. Pay the entire yearly contract balance up-front upon agreeing to contract terms. If a payment is not returned with this contract, we will bill you after each cleaning (option 1). A 10% late fee is charged for payments not received within 21 days of service. Please make checks out to “**Seacoast Building & Design**” and memo “**Roof Cleaning Contract**”.
5. **Solar Panel Exceptions:** The owner will have solar panels remove and replaced, or our fee can be inclusive of that service.
5. **Cancellation:** There is no fee for contract cancellation, but it must be submitted 72 hours before a defined service date.
6. **Submission Instructions:** Please provide this in person to the estimator to enter the the plan costs and signed the contract.

\_\_\_\_\_

The above prices, specifications and conditions are satisfactory and are hereby accepted. **Seacoast B&D** is authorized to do the work.

Customer Address: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_