

HALLWAYS AND STAIRWELLS

1. Stairs vacuumed /dusted
2. Baseboards wiped
3. Carpets swept

✓

LIVINGROOM

1. Carpet vacuumed
2. All woodwork wiped
3. Trash removed

✓

BATHROOM

1. Sweep/wash floors
2. Clean commode
3. Clean sink
4. Clean shower
5. Clean Tub
6. Remove trash
7. Clean Mirror

_____ (pic # _____)
_____ (pic # _____)

8. All woodwork wiped

KITCHEN

1. Sweep/wash floors
2. Wipe out cabinets/drawers
3. Sink and counters
4. Refrigerator (pic # _____)

✓
✓

Door
Seal

Main part (clean entire outside)

Under and behind

5. Range (pic # _____)

Top Surface

Under burners (by pilot light)

Oven cleaned

Broiler cleaned

Around sides

✓

(make sure not to pull range out)

6. Dishwasher (pic # _____)

7. Microwave (pic # _____)

LAUNDRY ROOM

1. Wipe down appliances (pic # _____)

✓

Inside and out

Clean lint trap

2. Sweep/wash floors

3. Dust behind appliances

ALL AREAS (please do whether it is noted or not) – landlord pays – (keep time separate)

Time spent

1. Wipe all window sills and wells
2. Vacuum all register vents
3. Wipe all light switches
4. Clean all rooms of cobwebs
5. Vacuum all exhaust fans (bath)

FIRE EXTINGUISHERS:

1. Present? Yes or No
2. Discharged? Yes or No
3. Check apt # _____

HOURS WORKED

Em Miller
First initial and last name ONLY

3.75
total hours

L. Miller
First initial and last name ONLY

3.75
total hours

C. Miller
First initial and last name ONLY

2.75
total hours

10.25

116 #1

BEDROOM

		Number of bags	
1. Trash Removal	_____		
2. Dusting	_____		
3. Vacuuming	_____		
4. All woodwork wiped	_____		
5. Baseboards wiped	_____		
6. Wipe window sills/wells	_____		
7. Dust for cobwebs	_____		
8. Vacuum screens	_____		

Pic # description _____

Pic # description _____

EXTRAS

TIME WORKED IN BEDROOM ONLY

L. Miller
First initial and last name ONLY

25
total hours

extra pictures of interest

First initial and last name ONLY

total hours

Pic # _____ description _____

First initial and last name ONLY

total hours

Pic # description _____

116 #2

BEDROOM

		Number of bags	
1. Trash Removal	_____		
2. Dusting	_____		
3. Vacuuming	_____		
4. All woodwork wiped	_____		
5. Baseboards wiped	_____		
6. Wipe window sills/wells	_____		
7. Dust for cobwebs	_____		
8. Vacuum screens	_____		

Pic # description _____

Pic # description _____

EXTRAS

TIME WORKED IN BEDROOM ONLY

L. Miller

0.25
total hours

extra pictures of interest

First initial and last name ONLY

total hours

Pic # _____ description _____

First initial and last name ONLY

total hours

Pic # description

Pic # description

116 #3

BEDROOM

- 1. Trash Removal
- 2. Dusting
- 3. Vacuuming
- 4. All woodwork wiped
- 5. Baseboards wiped
- 6. Wipe window sills/wells
- 7. Dust for cobwebs
- 8. Vacuum screens

Number of bags _____

Pic # _____ description _____

Pic # _____ description _____

EXTRAS

TIME WORKED IN BEDROOM ONLY

h. Miller
First initial and last name ONLY

25
total hours

extra pictures of interest

First initial and last name ONLY

total hours

Pic # _____ description _____

First initial and last name ONLY

total hours

File # _____ description _____