

# TENANT CHARGES

LOCATION	116
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## COMMON AREAS

TOTAL CLEANING HOURS

10.25

X \$48.00 =

492<sup>00</sup>

TOTAL \$ 492<sup>00</sup>

\_\_\_\_\_ divided by \_\_\_\_\_ = \_\_\_\_\_  
 Total Number of tenants per tenant charge

## TOTALS

Acct #	REGULAR CLEANING		EXTRA CHARGES		TOTAL
RM#1 _____	_____	+	_____	=	_____
RM#2 _____	_____	+	_____	=	_____
RM#3 _____	_____	+	_____	=	_____
RM#4 _____	_____	+	_____	=	_____
RM#5 _____	_____	+	_____	=	_____
RM#6 _____	_____	+	_____	=	_____

PREPARED BY \_\_\_\_\_ DATE \_\_\_\_\_

## 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 ☐ (pic # \_\_\_\_\_)
- ③ Clean sink ☐
- ④ Clean shower ☐
- ⑤ Clean Tub ☐ (pic # \_\_\_\_\_)
- ⑥ Remove trash ☐
- ⑦ Clean Mirror ☐
- ⑧ All woodwork wiped ☐

## KITCHEN

- ① Sweep/wash floors ☒
- ② Wipe out cabinets/drawers ☒
- ③ Sink and counters ☒
- ④ Refrigerator (pic # \_\_\_\_\_)  
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

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

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## TIME WORKED IN BEDROOM ONLY

L. Miller \_\_\_\_\_ .25 \_\_\_\_\_  
First initial and last name ONLY total hours

\_\_\_\_\_  
First initial and last name ONLY total hours

\_\_\_\_\_  
First initial and last name ONLY total hours

extra pictures of interest

Pic # \_\_\_\_\_ description \_\_\_\_\_

Pic # \_\_\_\_\_ description \_\_\_\_\_

Pic # \_\_\_\_\_ description \_\_\_\_\_

Pic # \_\_\_\_\_ description \_\_\_\_\_

116 #2

## 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

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## TIME WORKED IN BEDROOM ONLY

L. Miller \_\_\_\_\_ .25 \_\_\_\_\_  
First initial and last name ONLY total hours

\_\_\_\_\_ \_\_\_\_\_  
First initial and last name ONLY total hours

\_\_\_\_\_ \_\_\_\_\_  
First initial and last name ONLY total hours

extra pictures of interest

Pic # \_\_\_\_\_ description \_\_\_\_\_

Pic # \_\_\_\_\_ description \_\_\_\_\_

Pic # \_\_\_\_\_ description \_\_\_\_\_

Pic # \_\_\_\_\_ description \_\_\_\_\_

116 # 3

## BEDROOM

1. Trash Removal

Number of bags \_\_\_\_\_

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

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## TIME WORKED IN BEDROOM ONLY

L. Miller 2.25  
First initial and last name ONLY total hours

\_\_\_\_\_  
First initial and last name ONLY total hours

\_\_\_\_\_  
First initial and last name ONLY total hours

extra pictures of interest

Pic # \_\_\_\_\_ description \_\_\_\_\_

Pic # \_\_\_\_\_ description \_\_\_\_\_

Pic # \_\_\_\_\_ description \_\_\_\_\_

Pic # \_\_\_\_\_ description \_\_\_\_\_