

TENANT CHARGES

LOCATION

118

COMMON AREAS

TOTAL CLEANING HOURS

3

X \$48.00 =

144

TOTAL MAINTENANCE HRS

X \$50.00 =

X \$

TOTAL

\$

divided by

=

\$144.00

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 _____

LOCATION

110

HALLWAYS AND STAIRWELLS

1. Stairs vacuumed /dusted _____
- ② Baseboards wiped 10 min. ✓ _____
3. Carpets swept _____

LIVINGROOM

1. Carpet vacuumed _____
- ② All woodwork wiped 1/2 hr. _____
3. Trash removed _____

BATHROOM

- ① Sweep/wash floors ✓ _____
- ② Clean commode ✓ (pic # _____)
- ③ Clean sink ✓ _____
- ④ Clean shower 45 min. total ✓ _____
- ⑤ Clean Tub ✓ (pic # _____)
- ⑥ Remove trash _____
- ⑦ Clean Mirror ✓ _____
- ⑧ All woodwork wiped ✓ _____

KITCHEN

- ① Sweep/wash floors 1/2 hr. _____
- ② Wipe out cabinets/drawers 30 min. _____
- ③ Sink and counters 15 min. _____
- ④ Refrigerator (pic # _____)
 - Main part (clean entire outside) 15 m. _____
 - Under and behind 15 m. _____
- ⑤ Range (pic # _____)
 - Top Surface ✓ _____
 - Under burners (by pilot light) ✓ _____
 - Oven cleaned 1/2 hr. _____
 - 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 15 min. total ✓ _____
- 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 windowsills 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 # _____

Extra items or notes**HOURS WORKED**

a. yoder
First initial and last name ONLY

4
total hours

b. yoder
First initial and last name ONLY

4
total hours

First initial and last name ONLY

total hours

8