

TENANT CHARGES

LOCATION

120

COMMON AREAS

TOTAL CLEANING HOURS

10

X \$48.00 =

480⁰⁰

480

Total

divided by

3

Number of tenants

160⁰⁰

per tenant charge

TOTAL \$ 480

TOTALS

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

PREPARED BY _____ DATE _____

120

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
8. All woodwork wiped

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

KITCHEN

1. Sweep/wash floors *New, light mopping only*
2. Wipe out cabinets/drawers
3. Sink and counters
4. Refrigerator (pic # _____) *Wipe out*
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 # _____)

~~_____~~
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~~_____~~

LAUNDRY ROOM

1. Wipe down appliances (pic # _____)
— Sweep basement
— 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

2
total hours

M. Gingerich
First initial and last name ONLY

2
total hours

E. Miller
First initial and last name ONLY

2
total hours

M. Byler
L. Miller

2
2

10

120 # 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

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 _____

120#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

TIME WORKED IN BEDROOM ONLY

L. Miller _____ .15 _____
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 _____

120[#]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

TIME WORKED IN BEDROOM ONLY

J. Miller 2.5
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 _____