

# TENANT CHARGES

|          |     |
|----------|-----|
| LOCATION | 317 |
|----------|-----|

|                      |            |                   |                     |
|----------------------|------------|-------------------|---------------------|
| <b>COMMON AREAS</b>  |            |                   |                     |
| TOTAL CLEANING HOURS | 17         | X \$48.00 =       | 816 <sup>00</sup>   |
| TOTAL MAINTENACE HRS |            | X \$50.00 =       |                     |
|                      |            | X \$              | =                   |
|                      |            | <b>TOTAL</b>      | \$                  |
| 816 <sup>00</sup>    | divided by | 6                 | = 136 <sup>00</sup> |
| total                |            | number of tenants | per tenant charge   |

|               |                  |   |               |       |
|---------------|------------------|---|---------------|-------|
| <b>TOTALS</b> |                  |   |               |       |
| Acct #        | REGULAR CLEANING |   | EXTRA CHARGES | TOTAL |
| RM#1          |                  | + |               |       |
| RM#2          |                  | + |               |       |
| RM#3          |                  | + |               |       |
| RM#4          |                  | + |               |       |
| RM#5          |                  | + |               |       |
| RM#6          |                  | + |               |       |

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

LOCATION 317 DOWN**HALLWAYS AND STAIRWELLS**

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

**LIVINGROOM**

1. Carpet vacuumed ✓  
 2. All woodwork wiped ✓  
 3. Trash removed ✓  
 4. Window sills & wells ✓

**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 ✓  
 9. Vacuum vents ✓ (ceiling & walls)

**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) new trays  
     Oven cleaned ✓  
     Broiler cleaned ✓  
     Around sides ✓  
     Dishwasher ✓ (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 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**

E. Herzhberger  
 First initial and last name ONLY

1.25  
 total hours

L. Miller  
 First initial and last name ONLY

4  
 total hours

M. Miller  
 First initial and last name ONLY

4  
 total hours

M. Wiener .75

9.25 + bath back

10

LOCATION 317 WP

**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) NEUTRAL
- ⑥ 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 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**

E. Hershberger  
First initial and last name ONLY

2.75  
total hours

T. Yoder  
First initial and last name ONLY

3.25  
total hours

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

\_\_\_\_\_  
total hours