

TENANT CHARGES

LOCATION

318 SINGLE ROOMS

COMMON AREAS

TOTAL CLEANING HOURS

3

X \$48.00 =

144

TOTAL MAINTENANCE HRS

X \$50.00 =

X \$

TOTAL

\$

total

144

divided by

2

=

72

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

318 SR - ONCE OVER

HALLWAYS AND STAIRWELLS

- ① Stairs vacuumed /dusted X
 ② Baseboards wiped X
 ③ Carpets swept X

~~LIVINGROOM~~

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

BATHROOM

- ① Sweep/wash floors X
 ② Clean commode X (pic # _____)
~~③ Clean sink X~~
 ④ Clean shower walls X
 ⑤ Clean Tub X (pic # _____)
~~⑥ Remove trash X~~
 ⑦ Clean Mirror X
 ⑧ All woodwork wiped X

KITCHEN

- ① Sweep/wash floors X
 ② Wipe out cabinets/drawers X
 ③ Sink and counters X
~~④ Refrigerator (pic # _____)~~
 Main part (clean entire outside) X
 Under and behind X
 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 windowsills and wells X
 ② Vacuum all register vents X
 ③ Wipe all light switches X
 ④ Clean all rooms of cobwebs X
 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**

T Roseling
 First initial and last name ONLY

4 hours
 total hours

First initial and last name ONLY

total hours

First initial and last name ONLY

total hours

4