

TENANT CHARGES

LOCATION	318 C
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COMMON AREAS			
TOTAL CLEANING HOURS	5	X \$48.00 =	240
TOTAL MAINTENACE HRS		X \$50.00 =	
		X \$	=
		TOTAL	\$
	divided by	=	\$ 240 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 318C

HALLWAYS AND STAIRWELLS

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

LIVINGROOM

- 1 Carpet vacuumed X
- 2 All woodwork wiped X
- 3 Trash removed X

BATHROOM

- 1 Sweep/wash floors X
- 2 Clean commode X (pic # _____)
- 3 Clean sink X
- 4 Clean shower 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 # _____) X
 - Main part (clean entire outside) _____
 - Under and behind _____
- 5 Range (pic # _____) X
 - 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 | <u>X</u> |
| 2 Vacuum all register vents | <u>X</u> |
| 3 Wipe all light switches | <u>X</u> |
| 4 Clean all rooms of cobwebs | <u>X</u> |
| 5 Vacuum all exhaust fans (bath) | <u>X</u> |

FIRE EXTINGUISHERS:

- 1. Present? Yes or No
- 2. Discharged? Yes or No
- 3. Check apt # _____

Extra items or notes

HOURS WORKED

Juan Ruiz
First initial and last name ONLY

5 hrs
total hours

First initial and last name ONLY

total hours

First initial and last name ONLY

total hours

5