

TENANT CHARGES

LOCATION	318 E
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COMMON AREAS			
TOTAL CLEANING HOURS	6	X \$48.00 =	288 ⁰⁰
TOTAL MAINTENACE HRS		X \$50.00 =	
		X \$	
		TOTAL	\$
total	divided by	number of tenants	= 4288 ⁰⁰ 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 E

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 # _____)
 - Main part (clean entire outside) X
 - Under and behind X
- ⑤ Range (pic # _____)
 - Top Surface X
 - Under burners (by pilot light) X
 - Oven cleaned X
 - Broiler cleaned X
 - Around sides X
- (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) X

FIRE EXTINGUISHERS:

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

Extra items or notes

HOURS WORKED

T Rosalino
First initial and last name ONLY

5 1/2 hours
total hours

M. Miller
First initial and last name ONLY

.5
total hours

First initial and last name ONLY

total hours