

TENANT CHARGES

LOCATION

318-E

COMMON AREAS

TOTAL CLEANING HOURS

2.5

X \$48.00 = 120"

TOTAL \$ 120"

Total divided by Number of tenants = 120*

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 _____

318 E

HALLWAYS AND STAIRWELLS

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

Stairway from front door of house
carpet on stairs from 318E door will be new
carpet throughout Thursday

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

new flooring Thursday

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)

HOURS WORKED

T.R.

First initial and last name ONLY

2 1/2 hours

total hours

First initial and last name ONLY

total hours

First initial and last name ONLY

total hours

KITCHEN

1. Sweep wash floors *light mopping, new floors on Thursday*
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)
- 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

FIRE EXTINGUISHERS:

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

There are wasp nest in bathroom window with wasp in kitchen sink & them