

# TENANT CHARGES

LOCATION	318-E
----------	-------

COMMON AREAS	
TOTAL CLEANING HOURS	2.5 X \$48.00 = 120 <sup>00</sup>
TOTAL \$ 120 <sup>00</sup>	
<div style="display: flex; justify-content: space-between;"> <div> <div>Total</div> <div>divided by</div> <div>Number of tenants</div> </div> <div>=</div> <div> <div>120<sup>00</sup></div> <div>per tenant charge</div> </div> </div>	

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 ☒

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

### LIVINGROOM

1. Carpet vacuumed ☒
2. All woodwork wiped ☒
3. Trash removed ☒

### BATHROOM

1. Sweep/wash floors ☒ new flooring Thursday
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 ☒ 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 ☒

**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) ☒

### FIRE EXTINGUISHERS:

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

### 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

There are  
wasp nest in  
bathroom window  
with wasp in  
Kitchen  
sink is leaked + them