

TENANT CHARGES

LOCATION 414-5

COMMON AREAS

TOTAL CLEANING HOURS

9 X \$48.00 = 432⁰⁰

432
Total

divided by

4
Number of tenants

= \$108⁰⁰
per tenant charge

TOTAL \$ _____

TOTALS

Acct #	REGULAR CLEANING		EXTRA CHARGES	TOTAL
RM#1 _____	_____	+	_____ =	_____
RM#2 _____	_____	+	_____ =	_____
RM#3 _____	_____	+	_____ =	_____
RM#4 _____	_____	+	_____ =	_____
RM#5 _____	_____	+	_____ =	_____
RM#6 _____	_____	+	_____ =	_____

PREPARED BY _____ DATE _____

414-5

HALLWAYS AND STAIRWELLS

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

LIVINGROOM

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

BATHROOM

- ① Sweep/wash floors ☒
- 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 ☒
- 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

E.S. Miller
First initial and last name ONLY

4
total hours

C. MILLER
First initial and last name ONLY

* 5
total hours

First initial and last name ONLY

total hours

414-5#1

BEDROOM

1. Trash Removal _____
2. Dusting _____
3. Vacuuming _____
4. All woodwork wiped _____
5. Baseboards wiped _____
6. Wipe window sills/wells _____
7. Dust for cobwebs _____
8. Vacuum screens _____

Number of bags _____

Pic # _____ description _____

Pic # _____ description _____

EXTRAS

TIME WORKED IN BEDROOM ONLY

Es Miller _____ .50 _____
First initial and last name ONLY total hours

_____ _____
First initial and last name ONLY total hours

_____ _____
First initial and last name ONLY total hours

extra pictures of interest

Pic # _____ description _____

Pic # _____ description _____

Pic # _____ description _____

Pic # _____ description _____

414-5#2

BEDROOM

1. Trash Removal _____
2. Dusting _____
3. Vacuuming _____
4. All woodwork wiped _____
5. Baseboards wiped _____
6. Wipe window sills/wells _____
7. Dust for cobwebs _____
8. Vacuum screens _____

Number of bags _____

Pic # _____ description _____

Pic # _____ description _____

EXTRAS

TIME WORKED IN BEDROOM ONLY

E & Miller _____ 50 _____
First initial and last name ONLY total hours

_____ _____
First initial and last name ONLY total hours

_____ _____
First initial and last name ONLY total hours

extra pictures of interest

Pic # _____ description _____

Pic # _____ description _____

Pic # _____ description _____

Pic # _____ description _____

414-5#3

BEDROOM

- | | | | |
|----------------------------|-------|----------------|-------|
| 1. Trash Removal | _____ | Number of bags | _____ |
| 2. Dusting | _____ | | |
| 3. Vacuuming | _____ | | |
| 4. All woodwork wiped | _____ | | |
| 5. Baseboards wiped | _____ | | |
| 6. Wipe window sills/wells | _____ | | |
| 7. Dust for cobwebs | _____ | | |
| 8. Vacuum screens | _____ | | |

Pic # _____ description _____

Pic # _____ description _____

EXTRAS

TIME WORKED IN BEDROOM ONLY

ES Miller .50
First initial and last name ONLY total hours

First initial and last name ONLY total hours

First initial and last name ONLY total hours

extra pictures of interest

Pic # _____ description _____

Pic # _____ description _____

Pic # _____ description _____

Pic # _____ description _____

414-5#4

BEDROOM

1. Trash Removal _____
2. Dusting _____
3. Vacuuming _____
4. All woodwork wiped _____
5. Baseboards wiped _____
6. Wipe window sills/wells _____
7. Dust for cobwebs _____
8. Vacuum screens _____

Number of bags _____

Pic # _____ description _____

Pic # _____ description _____

EXTRAS

TIME WORKED IN BEDROOM ONLY

Es Miller 3 50
First initial and last name ONLY total hours

First initial and last name ONLY total hours

First initial and last name ONLY total hours

extra pictures of interest

Pic # _____ description _____

Pic # _____ description _____

Pic # _____ description _____

Pic # _____ description _____