

TENANT CHARGES

LOCATION

414-5

COMMON AREAS

TOTAL CLEANING HOURS

9

X \$48.00 = 432⁰⁰432

Total

divided by

4

Number of tenants

 $= \$108^{00}$

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 _____
3. Clean sink _____
4. Clean shower _____
5. Clean Tub _____
6. Remove trash _____
7. Clean Mirror _____
8. All woodwork wiped _____

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

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

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 _____

FIRE EXTINGUISHERS:

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

414-5^{#1}

BEDROOM

		Number of bags
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	_____	_____

Pic # _____ description _____

Pic # _____ description _____

EXTRAS

TIME WORKED IN BEDROOM ONLY

Esmiller
First initial and last name ONLY

.50
total hours

extra pictures of interest

Pic # description _____

First initial and last name ONLY

total hours

Pic # _____ description _____

First initial and last name ONLY

total hours

File # _____ description _____

Pic # _____ description _____

414-5#2

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

Eg Miller .50
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

E.S. Miller _____
First initial and last name ONLY

, 50 _____
total hours

extra pictures of interest

Pic # _____ description _____

First initial and last name ONLY _____

total hours _____

Pic # _____ description _____

First initial and last name ONLY _____

total hours _____

Pic # _____ description _____

414-5 #4

BEDROOM

		Number of bags
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	_____	_____

Pic # description _____

Pic # description _____

EXTRAS

TIME WORKED IN BEDROOM ONLY

E5 Miller
First initial and last name ONLY

50
total hours

extra pictures of interest

First initial and last name ONLY

total hours

Pic # _____ description _____

First initial and last name ONLY

total hours

Pic # description

First initial and last name ONLY total hours Pic # description