

TENANT CHARGES

LOCATION	414-5
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COMMON AREAS			
TOTAL CLEANING HOURS	4	X \$48.00 =	192
TOTAL MAINTENACE HRS		X \$50.00 =	
		X \$	=
		TOTAL	\$
192	divided by	4	= \$48 ⁰⁰
total		number of tenants	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 414-5

HALLWAYS AND STAIRWELLS

- ① Stairs vacuumed /dusted ☒
- ② Baseboards wiped ☒
- 3. Carpets swept ☐
- int. Hall -
① wash walls ☒

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) ☒
- ⑤ 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

- ② Wipe all windowsills and wells ☐
- ③ Vacuum all register vents ☐
- ④ Wipe all light switches ☐
- ⑤ Clean all rooms of cobwebs ☐
- ⑥ Vacuum all exhaust fans (bath) ☐

FIRE EXTINGUISHERS:

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

Extra items or notes

Deck

HOURS WORKED L. Miller 2.5 hours

E. Hershberger
First initial and last name ONLY

3
total hours

C. MILLER
First initial and last name ONLY

1.75
total hours

L. Yoder
First initial and last name ONLY

3 w/ bedrooms
total hours

int. hall
E. Hershberger 1 hr.
T. Yoder .75