

TENANT CHARGES

LOCATION	414-6
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COMMON AREAS	
TOTAL CLEANING HOURS	<u>10.5</u> X \$48.00 = <u>504⁰⁰</u>
<div style="display: flex; align-items: center; justify-content: space-between;"> <div> <u>504</u> Total </div> <div>divided by</div> <div> <u>4</u> Number of tenants </div> <div>=</div> <div> <u>126⁰⁰</u> per tenant charge </div> </div>	TOTAL \$ _____

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

PREPARED BY _____ DATE _____

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) ☐
 - ⑥ 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

Em Miller
First initial and last name ONLY

3.50
total hours

M Byler
First initial and last name ONLY

3.50
total hours

M. Gingrich
First initial and last name ONLY

3.50
total hours

10.5

914-6#1

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

M. Gingrich .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 _____

414-6 #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

M. Gingerich .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 _____

414-6 #3

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

M. Gingrich .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 _____

414-6 #4

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

M. Gingerich .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 _____