

TENANT CHARGES

LOCATION

414-6

COMMON AREAS

TOTAL CLEANING HOURS

10.5

X \$48.00 = 504"

504

Total

divided by

4

Number of tenants

126"

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 _____

4/4-6

PACKET 003

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

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)
7. Dishwasher (pic #)
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

414-6#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

M. Gingerich
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

4(4-6 #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
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 _____

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. Gingerich
First initial and last name ONLY

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 _____

Pic # _____ description _____

4(4-6 #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

M. Gingerich
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

1980-1981: *Journal of the American Academy of Religion* 48, 1980-1981.

Pic # description