

## TENANT CHARGES

LOCATION

414-7

## COMMON AREAS

TOTAL CLEANING HOURS

7

X \$48.00 =

336"

336

Total

divided by

3

Number of tenants

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 \_\_\_\_\_

4/4-7

**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


(pic # \_\_\_\_\_)


(pic # \_\_\_\_\_)

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)

✓
✓
✓
✓
✓

**FIRE EXTINGUISHERS:**

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

**HOURS WORKED**

E. Miller  
First initial and last name ONLY

1.5  
total hours

M. Gingerich  
First initial and last name ONLY

1.5  
total hours

M. Byler  
First initial and last name ONLY

1.5  
total hours

E. Miller

1.5  
total hours

C. Miller

1  
total hours

4147 #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**

C. MILLER 10 min  
First initial and last name ONLY total hours

extra pictures of interest

Pic # description \_\_\_\_\_

Pic # description \_\_\_\_\_

Pic # description

Pic # description

414-7 #2

## 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**

E. Miller .25  
First initial and last name ONLY total hours

extra pictures of interest

Pic # description \_\_\_\_\_

Pic # description

Pic # description

Pic # description

414-7#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**

M. Byler 25  
First initial and last name ONLY total hours

extra pictures of interest

Pic # description \_\_\_\_\_

Pic # description \_\_\_\_\_

Pic # description

Pic # description

4/4-7 #4

## **BEDROOM**

Task	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**

M. Byler .25  
First initial and last name ONLY total hours

extra pictures of interest

Pic # description \_\_\_\_\_

Pic # description

Pic # description

Pic # description