

TENANT CHARGES

LOCATION	414-8
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COMMON AREAS

TOTAL CLEANING HOURS 8.25 X \$48.00 = 396⁰⁰

396 divided by 4 = \$99 TOTAL \$ 396⁰⁰
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 _____

414-8

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) _____
— 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

M. Gingerich
First initial and last name ONLY

.50
total hours

M. Byler
First initial and last name ONLY

.50
total hours

Em Miller
First initial and last name ONLY

3.25
total hours

L. Miller

2.75

C. MILLER

1.75

8.25

414-8#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

L. Miller .25
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 _____

414-8 #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

L. Miller .25
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 _____

414-0#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

L. Miller _____ 2.25 _____
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 _____

414-8#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

L. Miller .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 _____