

TENANT CHARGES

LOCATION 414-9

COMMON AREAS

TOTAL CLEANING HOURS

6

X \$48.00 =

288

TOTAL \$ _____

288

Total

divided by

6

Number of tenants

\$48.00

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 414-9

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 X2

- 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 ✓

⑩ BATH 2

KITCHEN

- ① Sweep/wash floors
- ② Wipe out cabinets/drawers
- ③ Sink and counters
- ④ Refrigerator (pic #)

DOOR
SEAL

- ~~Main part~~ (clean entire outside)
- ~~Under and behind~~

- ~~5. Range (pic #)~~
- ~~Top Surface~~
- ~~Under burners~~ (by pilot light)
- ~~Oven cleaned~~
- ~~Broiler cleaned~~
- ~~Around sides~~

new

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

} 2 HRS

FIRE EXTINGUISHERS:

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

Extra items or notes

HOURS WORKED

C. Miller
First initial and last name ONLY

3
total hours

T. Yoder
First initial and last name ONLY

3
total hours

A. Yoder
First initial and last name ONLY

3
total hours

9