

TENANT CHARGES

LOCATION	550
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COMMON AREAS			
TOTAL CLEANING HOURS	3	X \$48.00 =	144
TOTAL MAINTENACE HRS		X \$50.00 =	
		X \$	=
		TOTAL	\$
144	divided by	2	= 72
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 _____

LOCATION 550

HALLWAYS AND STAIRWELLS

- ① Stairs vacuumed /dusted X
- ② Baseboards wiped X
3. Carpets swept
Wash ↓ stairs

LIVINGROOM

- ① Carpet vacuumed up stairs only
- ② All woodwork wiped up & down
3. Trash removed X

BATHROOM

- ① Sweep/wash floors X
- ② Clean commode X (pic #)
3. Clean sink
- ④ Clean shower X
- ⑤ Clean Tub X (pic #)
6. Remove trash
- ⑦ Clean Mirror X
- ⑧ All woodwork wiped X

KITCHEN

- ① Sweep/wash floors X
2. Wipe out cabinets/drawers
- ③ Sink and counters X
- ④ Refrigerator (pic # door seal)
~~Main part~~ (clean entire outside) X
~~Under and behind~~ X
5. Range (pic #)
Top Surface X
Under burners (by pilot light) X
Oven cleaned X
Broiler cleaned X
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 X
- ③ Dust behind appliances X

ALL AREAS (please do whether it is noted or not) – landlord pays – (keep time separate)

Time spent

- ① Wipe all windowsills and wells X
- ② Vacuum all register vents X
- ③ Wipe all light switches X
- ④ Clean all rooms of cobwebs X
- ⑤ Vacuum all exhaust fans (bath) X

FIRE EXTINGUISHERS:

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

Extra items or notes

Sweep / wash bar room floor

HOURS WORKED

Jerry Laseley 4 hours
First initial and last name ONLY total hours

Jerry 3 hours
First initial and last name ONLY total hours

First initial and last name ONLY total hours

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