

## TENANT CHARGES

## LOCATION

550

## COMMON AREAS

TOTAL CLEANING HOURS

5.5

X \$48.00 =

264

264

divided by

2

= 132<sup>W</sup>  
per tenant charge

TOTAL \$ 264

## TOTALS

Acct #	REGULAR CLEANING	EXTRA CHARGES	TOTAL
RM#1		+	=
RM#2		+	=
RM#3		+	=
RM#4		+	=
RM#5		+	=
RM#6		+	=

PREPARED BY \_\_\_\_\_ DATE \_\_\_\_\_

**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) \_\_\_\_\_  
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)

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) \_\_\_\_\_

**Time spent****FIRE EXTINGUISHERS:**

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

**HOURS WORKED***Jessa Roolig*

First initial and last name ONLY

3:40 7:30

4.5 + 1 =

total hours  
12:30 to 1:30

First initial and last name ONLY

total hours

First initial and last name ONLY

total hours

5.5 hrs

550 #1

## 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 \_\_\_\_\_

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## EXTRAS

### TIME WORKED IN BEDROOM ONLY

extra pictures of interest

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

Pic # description

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First initial and last name ONLY      total hours      Pic # \_\_\_\_\_ description \_\_\_\_\_

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550#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**

First initial and last name ONLY  total hours

extra pictures of interest

Pic # description

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First initial and last name ONLY      total hours

Pic # description

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