

TENANT CHARGES

LOCATION	550
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COMMON AREAS

TOTAL CLEANING HOURS

5.5 X \$48.00 = 264

TOTAL \$ 264

264 divided by 2 = 132⁰⁰
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 _____

HALLWAYS AND STAIRWELLS

1. Stairs vacuumed /dusted _____
2. Baseboards wiped _____
3. Carpets swept _____

LIVINGROOM

1. Carpet vacuumed X
2. All woodwork wiped X
3. Trash removed _____

BATHROOM

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

8. All woodwork wiped X

KITCHEN

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

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

Time spent

1. Wipe all window sills and wells X
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

Janae Roobing
First initial and last name ONLY

First initial and last name ONLY

First initial and last name ONLY

3:40 to 7:30

total hours
12:30 to 1:30

total hours

total hours

4.5 + 1 =

5.5 hrs

550 #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

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 _____

550#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

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 _____