

TENANT CHARGES

LOCATION	602
----------	-----

COMMON AREAS

TOTAL CLEANING HOURS

29 X \$48.00 = 1392⁰⁰

1392
Total

divided by

5

Number of tenants

278.40
per tenant charge

TOTAL \$ 1392⁰⁰

TOTALS

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

PREPARED BY _____ DATE _____

602

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 ☒

* REPEAT FOR BATH 2 & OFF KITCHEN

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) ☒

HOURS WORKED

Egn. Miller .75 + 1.25 + 3. (5)
First initial and last name ONLY total hours

L. Miller .75 + 2.25 (3)
First initial and last name ONLY total hours

C. Miller .75 + 3 (3.75) + .5 (4.25)
First initial and last name ONLY total hours

E. Miller 1.25 + 3 (4.25)
First initial and last name ONLY total hours

M. Byler 2.25 + 3 (5.25)
First initial and last name ONLY total hours

M. Gingrich 2.25 + 3 (5.25)
First initial and last name ONLY total hours

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 # _____)

Washed wall by
Refrig-
+ oven

LAUNDRY ROOM

- ① Wipe down appliances (pic # _____)
Inside and out ☐
Clean lint trap ☐
- ② Sweep/wash floors ☒
- ③ Dust behind appliances ☒

FIRE EXTINGUISHERS:

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

29

~~32.75~~

602 #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

Em 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 _____

602 #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

M. Byler .75+
First initial and last name ONLY total hours

M. Gingerich .25
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 _____

602#3

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

M. Gingerich .25
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 _____

602 #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

M. Byler .50
First initial and last name ONLY total hours

M. Gingerich .25
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 _____

602 #5

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

M. Byler .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 _____