

TENANT CHARGES

LOCATION	604
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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	3	= \$48 ⁰⁰
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

604

HALLWAYS AND STAIRWELLS

1. ~~Stairs~~ vacuumed /dusted ☒
2. Baseboards wiped ☒
3. ~~Carpet~~s 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 ☐

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 #)
 - Wipe - Top Surface ☒
 - Under burners (by pilot light) ☒
6. Oven cleaned ☒
7. Broiler cleaned ☒
- Wipe - 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)

- | | 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) | ☒ |

FIRE EXTINGUISHERS:

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

Extra items or notes

HOURS WORKED

L. Miller
First initial and last name ONLY

1.75 w/ bed rooms
total hours

M. Miller
First initial and last name ONLY

1.75 w/ bed rooms
total hours

E. Hershberger
First initial and last name ONLY

1.75
total hours

T. Yoder 1.75

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