

TENANT CHARGES

LOCATION

606

COMMON AREAS

TOTAL CLEANING HOURS

6

X \$48.00 =

288

TOTAL MAINTENANCE HRS

X \$50.00 =

X \$

TOTAL

\$

288

divided by

4

=

72⁰⁰

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

606

HALLWAYS AND STAIRWELLS

- ① Stairs vacuumed/dusted ~~swept~~ ☒
- ② Baseboards wiped ☐
- ③ Carpets swept ☐
- ④ BACK Steps swept ☒

LIVINGROOM

- ① Carpet vacuumed ☐
- ② All woodwork wiped ☐
- ③ Trash removed ☐
- ④ Sweep ☒

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 ☒
 - Top ☒
 - Door drawers ☒
- ⑤ Range (pic #)
 - Top Surface ☒
 - Under burners (by pilot light) ☐
 - Oven cleaned bottom of oven ☒
 - Broiler cleaned vacuum out ☒
 - Around sides wipe down ☒
- ⑥ Dishwasher (pic #) (make sure not to pull range out)
- ⑦ Microwave (pic #)

LAUNDRY ROOM ~~Cobwebs in~~ BASEMENT

- 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

Jordan Reschling 6 hours

First initial and last name ONLY

total hours

First initial and last name ONLY

total hours

First initial and last name ONLY

total hours