

TENANT CHARGES

LOCATION

606

COMMON AREAS

TOTAL CLEANING HOURS

10

X \$48.00 =

480^w480

Total

divided by

4

Number of tenants

= 120^w

per tenant charge

TOTAL \$ 480^w

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

(pic # _____)
(pic # _____)

8. All woodwork wiped

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)

2
total hours

ES MILLER
First initial and last name ONLY

2
total hours

EM MILLER
First initial and last name ONLY

2
total hours

L. MILLER

2

M. BYLER

2

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

4. Sweep basement floor

FIRE EXTINGUISHERS:

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

10

606 #1

BEDROOM

1. Trash Removal	_____	Number of bags _____
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

E. Miller _____
First initial and last name ONLY .75 _____
total hours

extra pictures of interest

Pic # _____ description _____

First initial and last name ONLY _____
total hours

Pic # _____ description _____

First initial and last name ONLY _____
total hours

Pic # _____ description _____

Pic # _____ description _____

606 #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

J. Miller
First initial and last name ONLY

25
total hours

extra pictures of interest

Pic # description

First initial and last name ONLY

total hours

Pic # description

First initial and last name ONLY

total hours

Pic # description

606 #3

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

L. Miller
First initial and last name ONLY

.25
total hours

extra pictures of interest

Pic # description _____

Pic # description

First initial and last name ONLY

total hours

Pic # description

First initial and last name ONLY

total hours

Pic # description _____

606 #4

BEDROOM

1. Trash Removal	_____	Number of bags _____
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

L. Miller
First initial and last name ONLY

.25
total hours

extra pictures of interest

First initial and last name ONLY

total hours

Pic # description _____

First initial and last name ONLY

total hours

Pic # _____ description _____

First initial and last name ONLY: _____ total hours: _____