

TENANT CHARGES

LOCATION

606

COMMON AREAS

TOTAL CLEANING HOURS

10

X \$48.00 =

480⁰⁰

480

Total

divided by

4

Number of tenants

= 120⁰⁰

per tenant charge

TOTAL \$

480⁰⁰

TOTALS

Acct #

REGULAR CLEANING

EXTRA CHARGES

TOTAL

RM#1		+		=	
RM#2		+		=	
RM#3		+		=	
RM#4		+		=	
RM#5		+		=	
RM#6		+		=	

PREPARED BY _____ DATE _____

606

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
- ⑧ All woodwork wiped

	(pic # _____)
	(pic # _____)

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

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

- 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)

Time spent

④ Sweep basement floor

FIRE EXTINGUISHERS:

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

HOURS WORKED

L. Miller
First initial and last name ONLY

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

606 #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

E. Miller _____ .75 _____
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 _____

606 #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

L. Miller 25
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 _____

606 #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 .25
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 _____

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 .25
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 _____