

TENANT CHARGES

LOCATION

612

COMMON AREAS

TOTAL CLEANING HOURS 5 X \$48.00 = 240

TOTAL MAINTENANCE HRS _____ X \$50.00 = _____

_____ X \$ _____ = _____

TOTAL \$ _____

240 divided by 2 = \$120"
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 612

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 ☒

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 #) ☐

all woodwork is done in kitchen & window wells are wiped

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

- WASH ABOVE KITCHEN DOOR

HOURS WORKED

<u>C. MILLER</u>	<u>.75</u>
First initial and last name ONLY	total hours
<u>L. MILLER</u>	<u>.5</u>
First initial and last name ONLY	total hours
<u>T. YODER</u>	<u>.5</u>
First initial and last name ONLY	total hours

T. Yoder	2.50
C. E. Yoder	2.50

6.75