

TENANT CHARGES

LOCATION	614
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COMMON AREAS			
TOTAL CLEANING HOURS	1.5	X \$48.00 =	72 ⁰⁰
TOTAL MAINTENACE HRS		X \$50.00 =	
		X \$	=
		TOTAL	\$
72	divided by	2	= 36 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

614 W MAIN

HALLWAYS AND STAIRWELLS

- ① Stairs vacuumed / dusted ~~SWEET~~ X
 ② Baseboards wiped X
 ③ Carpets swept

LIVINGROOM

- ① Carpet vacuumed
 ② All woodwork wiped X
 ③ Trash removed
 ④ SWEET FLOOR X

BATHROOM

- ① Sweep/wash floors X
 ② Clean commode X (pic # _____)
 ③ Clean sink X
 ④ Clean shower X
 ⑤ Clean Tub X (pic # _____)
 ⑥ Remove trash
 ⑦ Clean Mirror X
 ⑧ All woodwork wiped X

UPSTAIRS HALL IS FRESH PAINT,
 NO NEED FOR ANYTHING

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

Time spent

- ① Wipe all windowsills and wells X
 ② Vacuum all register vents X
 ③ Wipe all light switches X
 ④ Clean all rooms of cobwebs X
 ⑤ Vacuum all exhaust fans (bath) X

Extra items or notes

KITCHEN

- ① Sweep/wash floors X
 ② Wipe out cabinets/drawers
 ③ Sink and counters X
 ④ Refrigerator (pic # _____)
 – Main part (clean entire outside) X
 – Under and behind
 ⑤ Range (pic # _____)
 – Top Surface X
 – Under burners (by pilot light)
 – Oven cleaned USE RAZOR TO SCRAPE
 Broiler cleaned
 Around sides
 ⑥ Dishwasher (pic # _____)
 ⑦ Microwave (pic # _____)

LAUNDRY ROOM

- ① Wipe down appliances (pic # _____)
 Inside and out
 Clean lint trap
 ② Sweep/wash floors X
 ③ Dust behind appliances

FIRE EXTINGUISHERS:

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

HOURS WORKED

Torona Rostering
 First initial and last name ONLY

3 hours
 total hours

First initial and last name ONLY

total hours

First initial and last name ONLY

total hours