

# TENANT CHARGES

LOCATION 615

## COMMON AREAS

TOTAL CLEANING HOURS 7 X \$48.00 = 336<sup>00</sup>

336<sup>00</sup> divided by 3 = 112<sup>00</sup> TOTAL \$ \_\_\_\_\_

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 \_\_\_\_\_

615

## 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 # \_\_\_\_\_)

## 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 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) ☐

## FIRE EXTINGUISHERS:

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

## HOURS WORKED

Em. Miller  
First initial and last name ONLY

2  
total hours

E. Miller  
First initial and last name ONLY

2  
total hours

M. Byler  
First initial and last name ONLY

1  
total hours

L. Miller

M. Gingerich

1

1

7

615 #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

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## TIME WORKED IN BEDROOM ONLY

M. Gingerich .50  
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 \_\_\_\_\_

615 #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

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## 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 \_\_\_\_\_

615 #3

## 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

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## 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 \_\_\_\_\_