

ONSITE EMPLOYEE AGREEMENT

(When Employee is Required by Employer to Live On-Site)

This Agreement is entered into between _____ (“Employer”) and _____ (“Employee”) for the position of _____ at the Property commonly known as _____ located at: _____, Unit # (if applicable) _____
(Street Address)
_____, CA _____
(City) (Zip)

- 1. Duties of Employee:** Employee’s duties are those shown on the Job Description Addendum, which is part of this Agreement and which shall be subject to review within 90 days of signing this Agreement. Employee acknowledges that he or she has reviewed the duties shown on the Job Description Addendum and agrees that the duties can be performed within the hours per week indicated in Paragraph 5 below.
- 2. Hours and Days of Work:** In performance of the duties described in this Agreement, Employee agrees to work _____ days per week, _____ hours per day, for a total of ____ (____) hours per week. Employee agrees that if conditions change so that this Agreement no longer accurately reflects a reasonable estimate of the hours that he or she works, he or she will immediately provide notice in writing to Employer, so that this Agreement can be revised, if necessary.
- 3. Overtime/Emergencies: Employee agrees not to perform duties under this Agreement for more than 8 hours on any workday or 40 hours during any workweek without prior Authorization from Employer.** Employee agrees that if there should be work that cannot be completed in the hours specified in section 3 above, such work will not be done until permission is obtained from Employer, unless said work is necessary due to an emergency. In the event of an emergency, Employee shall notify Employer of the number of hours worked in connection with such emergency no later than the next business day. “Emergency” means a sudden unexpected occurrence.
- 4. On-Duty Agreement:** Because Employee lives on-site, Employee knows and understands that his/her work is mostly unsupervised. Employee acknowledges that he/she is not “working” all the time Employee is on the premises and that it is difficult for Employer to determine the exact hours Employee actually works because Employee may engage in normal private pursuits such as eating, sleeping, entertaining, etc., during those periods when Employee is free of duties. Accordingly, Employee and Employer agree that _____ (____) hours per week is a reasonable estimate of the total hours Employee will work each week, taking into consideration normal work weeks, emergency situations, and unusually busy work weeks. Employee further acknowledges and agrees that if, during any particular workweek and after obtaining advance approval from Employer, he or she works more hours than stated in this Agreement, Employee will record these excess hours on his or her timesheet.
 - a. Sleep Period:** Employee also agrees that if the sleeping period is interrupted by a call to duty, the interruption will be counted as hours worked. Employee shall arrange his or her time to carry out assigned duties and to provide the opportunity for not less than six (6) uninterrupted hours of sleep each twenty-four (24) hours, except for emergencies affecting health or safety.
 - b. Meal and Rest Period:** For every five (5) hours worked on any day, Employee shall have an unpaid meal period of 30 minutes. Employee shall also take a paid rest period of ten minutes for every 3½ hours worked on any day. During meal and rest period, Employee is completely relieved of work duties.
- 5. Timesheets:** Employee shall use the timesheet form “_____,” provided by Employer, to record all hours worked on a daily basis. Employee agrees to submit the form to Employer on a weekly basis. Failure to comply with this requirement may result in disciplinary action by Employer.

6. **The Value of the Apartment:** The Employee is required to live on site. The apartment described in Paragraph 10 is provided by Employer for Employee's use and enjoyment as a condition of employment. Employee's right to occupy the apartment shall not be considered as a tenancy for any period whatsoever and shall terminate upon the termination of Employee's employment in accordance with Paragraphs 9 and 10. The fair market value of the Apartment currently is \$ _____ per month. The rent on the Apartment shall be payable (check one):

- a. **As A Credit Against Wages ("Lodging Credit"):** The monthly credit towards the applicable minimum wage shall be \$ _____. This credit constitutes compensation for _____ regular hours of work. Additional hours shall be compensated as described in Paragraph 8(a) below. **THE EMPLOYEE IS NOT REQUIRED TO PAY ANY ADDITIONAL RENT.**
- b. **By Employee:** The rent amount shall be _____ per month, which is not more than 2/3 of the fair market rental value. The Apartment is not part of Employee's compensation, and none of the apartment value is credited toward minimum wage obligation. Employer agrees to pay Employee at least the minimum wage for all hours worked. The wages Employee will be paid are described in Section 8(b) below.

7. **Employee Compensation:** (Check one, as in Section 7)

- a. **Apartment Is Used As Credit Against Wages:** If this Agreement requires more than _____ hours of work per month, Employee shall be paid at the rate of \$ _____ per hour, plus overtime as required by law, for time spent carrying out assigned duties. Wages shall be payable on the regular payroll date of Employer.
- b. **Apartment Is Not Part of Employee Compensation:** The Employee shall be paid at a rate of \$ _____ per hour, plus overtime as required by law, for time spent carrying out assigned duties. Wages shall be payable on the regular payroll date of Employer.

8. **Termination:** This Agreement is to be deemed "at-will" and may be terminated by either the Employer or Employee at any time, with or without cause. Employee's right to occupy the apartment shall not be considered as a tenancy for any period whatsoever and shall terminate pursuant to Paragraph 10(d) upon termination of Employee's employment, regardless of whether the termination was voluntary or involuntary.

9. **Occupancy of the Apartment:**

a. **Rental Unit:** Subject to the terms and conditions of the Agreement, Employer provides to Employee, as a condition of employment, the premises located at:

_____. **Unit #** _____
(Street Address)

_____, **CA**, _____
(City) (Zip)

b. Rent Payments: (Check one, as in Sections 7 and 8 above)

No Rent is Due; Value of Apartment is Credited Against Minimum Wage.

Rent is Due in advance on the _____ day of each and every month, as \$ _____ per month, beginning on _____, payable to Owner/Agent at _____. Payment made in person may be delivered to Owner/Agent between the hours of _____ and _____ on the following days of the week:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Other _____

Acceptable methods of payment:

Personal Check Cashiers Check Money Order EFT/Credit (see Employer for details) and Cash

Other _____

If rent is paid after the _____ of the month, there will be a late charge of \$ _____ assessed. The parties agree that this late fee is presumed to be the amount of damages sustained by late payment of rent. It would be impracticable or extremely difficult to fix the actual damage. This sum represents a reasonable endeavor by the Employer to estimate fair average compensation for any loss that may be sustained as a result of late payment of rent. Pursuant to California law, if Employee passes a check on insufficient funds, Employee will be liable to Employer for the amount of the check and a service charge of \$ _____, not to exceed \$25 for the first check passed on insufficient funds, and \$35 for each subsequent check passed on insufficient funds. The Owner/Agent may refuse a personal check as the form of rent payment to cure a Three-Day Notice to Pay Rent or Quit.

Cash Payment: The Employer may demand or require cash as the exclusive form of payment of rent or deposit of security if the Employee has previously attempted to pay the Employer with a check drawn on insufficient funds or the Employee has instructed the drawee to stop payment on a check, draft, or order for the payment of money. If the Employer chooses to demand or require cash payment under these circumstances, the Employer shall give the Employee a written notice stating that the payment instrument was dishonored and informing the Employee that the Employee shall pay in cash for a period determined by the Employer, not to exceed three months, and attach a copy of the dishonored instrument to the notice.

c. Occupants: In addition to Employee only the following named person(s) shall occupy the premises:

_____	_____	_____	_____
<i>Name</i>	<i>Birth date</i>	<i>Name</i>	<i>Birth date</i>
_____	_____	_____	_____
<i>Name</i>	<i>Birth date</i>	<i>Name</i>	<i>Birth date</i>

d. Termination of Right to Occupancy: Within _____ days after the effective date of termination of Employee's employment, Employee and all other occupants of the Apartment shall vacate the unit and return possession to Employer. Failure to comply will result in legal proceedings by Employer to obtain possession. Such proceedings could result in a judgment against Employee, which may include attorneys' fees and court costs as allowed by law and an additional punitive award of six hundred dollars (\$600) in accordance with California law.

e. Prohibitions: Without Owner/Agent's prior written permission as an addendum to this Agreement, no pets, no waterbeds, no gas or charcoal grills or barbeques or _____ shall be kept or allowed in or about the premises.

- f. Quiet Enjoyment:** Employee shall not violate any criminal or civil law, ordinance or statute in the use and occupancy of the premises, commit waste or nuisance, annoy, molest or interfere with any resident or neighbor. Any such action may result in the immediate termination of this Agreement as provided herein and by law.
- g. Repairs and Alterations to the Unit Occupied by Employee:** Except as provided by law, no repairs, decorating or alterations shall be done by Employee without Employer's prior written consent. Employee shall notify Employer in writing of any repairs or alterations contemplated. Decorations include, but are not limited to, painting and wallpapering. Employee shall hold Employer harmless and indemnify Employer as to any mechanics lien recordation or proceeding caused by Employee. Employee may not make any alterations to cable or telephone inside wiring (such as may occur when changing telecommunications providers or adding phone lines) without prior written consent of Employer. The notice shall include the name, address, and telephone number of any new telecommunication provider. Employee agrees to pay all costs resulting from the alteration and agrees to pay to Employer any costs associated with restoring the inside wiring to the condition at the time of move-in, except for reasonable wear and tear.
- h. Acceptance of Premises:** Employee has inspected the premises, furnishings and equipment, and has found them to be satisfactory. All plumbing, heating and electrical systems are operative and deemed satisfactory.
- i. Care, Cleaning, Maintenance and Insurance:** Employee agrees to leave the premises in the same condition as it was received, subject to normal wear and tear. Employee acknowledges that the damage caused by smoking tobacco products is considered above normal wear and tear and will damage surfaces and fixtures, including, the carpet, carpet pad, wallboard, window coverings and ceilings. Depending on the severity of the damage, costs for restoration of the unit may include, but are not limited to, cleaning, sealing, painting, deodorizing, and possible replacement of fixtures and various surface materials. Except as prohibited by law, Employee shall keep the premises and furniture, furnishings and appliances, and fixtures, which are rented for Employee's exclusive use, in good order and condition. Upon move-out, Employee agrees to return the unit to the same level of cleanliness it was in at the inception of the tenancy. Employee shall pay Employer for costs to repair, replace or rebuild any portion of the premises damaged by Employee, Employee's guests or invitees. Employer does not insure Employee's property. Employee is not a co-insured and is expressly excluded from any insurance policy held by Employer that is now in effect or becomes effective during the term of this agreement.
- j. Utilities:** Employee shall pay for all utilities, services and charges, if any, made payable by or predicted upon occupancy of Employee, **except:** _____. Employee shall have the following utilities connected at all times during tenancy (check as applicable): Gas Electric Water Trash Sewer
 other: _____. Disconnection of utilities due to non-payment is a material violation of this Agreement.
- k. Liability:** The undersigned Employee whether or not in actual possession of the premises, is liable for all obligations under this Section, and shall indemnify Employer for liability arising prior to the termination of Employee's occupancy for personal injuries or property damage caused or permitted by Employee, his or her personal guests and invitees. This does not waive the Employer's duty of care to prevent personal injury or property damage where that duty is imposed by law.
- l. Entry:** Employer may enter the premises during normal business hours for the purposes allowed for entry by an owner under California Law. The Employer will provide written notice to Employee prior to the entry of the dwelling unit whenever notice from an Owner is required by state law. (Civil Code Section 1954.) Employee's non-compliance with Employer's lawful request for entry is a material breach of this Agreement that may be cause for immediate termination as provided herein and by law.
- m. Subletting and Assignment:** No portion of the premises shall be sublet nor this Agreement assigned. Any attempted subletting or assignment by Employee shall, at the election of Employer, be an irremediable breach of this Agreement and cause for immediate termination as provided herein and by law.

- n. **Sale of Property:** In the event of the sale or refinance of the property: If Employer presents to Employee a “Resident’s Certification of Terms – Estoppel Certification,” or other similar Estoppel Certification form, Employee agrees to execute and deliver the certificate acknowledging that this Agreement is unmodified and in full force and effect, or in full force and effect as modified with the consent of Employer, and stating the modifications, within ten (10) days of written notice. Failure to comply shall be deemed Employee’s acknowledgment that the certificate as submitted by Employer is true and correct and may be relied upon by any lender or purchaser.
- o. **Smoke Detection Device:** The premises are equipped with a functioning smoke detection device(s), and Employee shall be responsible for testing the device weekly and immediately reporting any problems, maintenance or need for repairs to Employer. If battery operated, Employee is responsible for changing the detector’s battery as necessary. Employer shall have a right to enter the premises to check and maintain the smoke detection device as provided by law.
- p. **Notice:** Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at www.meganslaw.ca.gov. Depending on an offender’s criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP Code in which he or she resides.
- q. **Addenda:** By initialing as provided, Employee acknowledges receipt of the following applicable addenda, as indicated, copies of which are attached hereto, and are incorporated as part of this Agreement.

<input type="checkbox"/> Resident Policies Addendum	<input type="checkbox"/> Smoke Detector Addendum	<input type="checkbox"/> C C & R’s
<input type="checkbox"/> Move-In/Move-Out Itemization	<input type="checkbox"/> Pet Addendum	<input type="checkbox"/> Unlawful Activity Addendum
<input type="checkbox"/> Pest Control Notice Addendum	<input type="checkbox"/> Asbestos Addendum	<input type="checkbox"/> Proposition 65 Brochure
<input type="checkbox"/> Satellite Addendum	<input type="checkbox"/> Lead Disclosure Addendum	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Pool Rules Addendum	<input type="checkbox"/> Mold Notification Addendum	<input type="checkbox"/> Other: _____

- r. **Credit Reports:** A negative credit report reflecting on your credit history may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations. Employee expressly authorizes Employer/Agent (including a collection agency) to obtain Employee’s consumer credit report, which Employer/Agent may use if attempting to collect past due rent payments, late fees, or other charges from Employee, both during the term of the Agreement and thereafter.
- s. **Waiver of Breach:** The waiver of either party of any breach shall not be construed to be a continuing waiver of any subsequent breach. The receipt by Employer of the rent with the knowledge of any violation of a covenant or condition hereto shall not be deemed a waiver of such breach. No waiver by either party of the provisions herein shall be deemed to have been made unless expressed in writing and signed by all parties to this Agreement.

10. Arbitration of Disputes: Any controversy of claim arising out of or related to this Agreement, or the breach thereof, except for unlawful detainer actions or any dispute that arises from Employer’s action to regain possession of the premises, or actions brought for wages before the California Labor Commissioner or related to workers’ compensation, shall be settled by Arbitration in accordance with the rules of the American Arbitration Association. The Employer will pay the costs for the arbitrator and hearing room. Any arbitration award rendered must be in writing, setting forth the reasons for the decision and may be entered as a judgment in any court of competent jurisdiction. Arbitration decisions/awards issued pursuant to his Agreement are final and binding.

Claims within the monetary limits of the small claims court shall be litigated in such court at the request of either party, so long as both parties limit their right of recovery to the jurisdiction of the small claims court.

Any claim filed in small claims court shall be deemed to be a waiver of the right to arbitrate, and if a counter claim in excess of the jurisdiction of the small claims court is filed in the municipal or superior court then the party filing in small claims court may demand arbitration pursuant to this paragraph.

JOB DESCRIPTION – Addendum

Place a check in the box under the title of the one individual primarily responsible for each duty.

Key: M = Manager/Employee; E = Employer; O = Outside Contractor

<p>1. Renting Activities</p> <p>Advertising preparation..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Inserting ads in newspaper..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Sign ordering and placement..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Showing vacancies..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Completing tenant application, rental agreements and accepting deposits..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Keeping vacant units cleaned..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Answering phones..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>5. Cleaning Apartments</p> <p>Vacuuming carpets..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Shampooing carpets..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Refrigerator cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Plumbing fixture cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Drape cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Window washing..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Screen cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Stove and oven cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Wall washing..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Cabinet and closet cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Heater cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Sink, shower, and lavatory cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Floor washing and/or polishing..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Ceramic tile grout cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Light fixtures..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Tops of doorway and window trim..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>2. Rent Collections</p> <p>Distributing rental collection cards..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Collecting rents when due..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Executing receipts for money collected..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Serving late rent notices..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Collecting late rent and rent charges..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Serving 3-day notices..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>6. Property Monitoring</p> <p>Façade cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Entry and common area cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Oil stains on garage floors & pavement..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Light timers, setting of..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Sign cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Driveway cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Walkway and lawn inspection..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Garbage area cleanup..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>3. Administration</p> <p>Depositing collections in bank..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Writing checks for accounts payable..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Reconciling bank accounts..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Preparing federal and state payroll forms..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Preparing employee's bond applications..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Keeping reports on rents-competitive units..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Compiling rent change notices..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Maintaining rent collection records..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Preparing late charge or delinquent notice..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Preparing 3-day notices..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Preparing & filing unlawful detainer actions..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Enforcement of apartment rules..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Filing small claims court actions..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>7. Maintenance</p> <p>Air conditioning cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Recreation, sauna & bathroom cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Fishpond or fountain cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Laundry room cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Hallway cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Light bulb replacement..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Carport cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Hallway vacuuming..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Warm air heat filter cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Water heater draining..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Stair and deck cleaning..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Stair and deck sealing or painting..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Plumbing stoppage..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>4. Record Keeping</p> <p>Income receipts..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Expenses..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Resident name register..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Manager's weekly time report..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Unit maintenance card..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Monthly income statement..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Monthly expense statement..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Manager's weekly apartment report..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Record of location by unit of all furniture and equipment owned by owner..... <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	

8. Repairs	M	E	O
Door or window screen repair.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door or window screen replacement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Window pane replacement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Window hardware repair.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air conditioning repair.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stove burners.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stove and oven handles or knobs.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrigerators.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dishwasher repair.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door knobs & cabinet catch replacement....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door & cabinet hinge replacement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carpet repairs or replacement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Painting.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minor plumbing (faucet, washer).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Major plumbing replacements.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric switch replacements.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric fixture replacements.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stucco patching.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stucco painting.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Front door painting.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fence repairs.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fence painting.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposal stoppage.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposal repair.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposal replacement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilet seat replacement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilet seal replacement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilet tank repairs.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Removal or replacement of door locks.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replacement of keys.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water faucet replacement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wall painting.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Woodwork painting/varnishing.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warm air thermostat repair.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warm air thermostat replacement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Swimming Pools	M	E	O
Cleaning and sweeping.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical replacement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repair of equipment.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replacement of equipment.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Testing and logging of pH readings.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Servicing filter.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water temperature regulation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Employee Relations	M	E	O
Pre-employment & termination interviews.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hiring and discharging employees.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance evaluation and counseling.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Landscape Care	M	E	O
Watering lawns, shrubs, and trees.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Watering planters and flower boxes....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mowing grass.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trimming grass.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trimming shrubs.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spraying shrubs.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fertilizing grass and shrubs.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repairing sprinklers.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weeding lawn and planting areas.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Miscellaneous	M	E	O
Elevator cleaning.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roofing repairs.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master TV antenna and transformer....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ice removal and precautions.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal property inventory.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture cleaning.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture repair.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture replacement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vending machine repair.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vending machine collection.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vending machine stock.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. Other	M	E	O
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Manager/Employee _____
Date

Employee _____
Date

Reviewed: Date

Employee _____
Date

Employee _____
Date

Reviewed: Date

