

# ILYM SITE LOG

## Housekeeping Coordinator

(During Annual Sessions)

Housekeeping during Annual Sessions is done by people who sign-up on the sheets by the registration table. The Coordinator should monitor this sheet and solicit people if needed. Announcements can be made at business meeting and at meals.

Copies of tasks lists should be printed and posted in the washrooms, showerhouse, meetinghouse, porta-potties, and Clear Creek House (see Site Log Signs file).

Supplies, along with tools and hardware, are kept in either the East Porch storeroom. Additional supplies can be found in the area outside the kitchen by the stairs.

**NOTE:** All paper supplies in the meetinghouse should be stored in mouse-proof containers

### Meetinghouse

- Vacuum floors each morning during or before breakfast.
- Sweep porch and steps.
- Pick up stray cups, clothing, etc.
- Leave lost and found items in Lost and Found box on west porch hallway.
- Clean washroom (see Washrooms list below).

**NOTE:** The Meetinghouse washroom requires extra attention due to the high traffic it receives. For convenience, a good stock of paper goods and cleaning supplies should be kept in the adjoining utility room.

### Clear Creek House

- Empty Clear Creek House recycling containers into the recycling containers at the meetinghouse daily.
- Empty Clear Creek House trash cans as needed and take trash to dumpster at meetinghouse.
- Clean washroom (see Washrooms list below).

### Washrooms

- Clean floors and fixtures, sweeping or mopping as needed.
- Take full trash bags to dumpster and replace bags.
- Replace burned out light bulbs. Bulbs are stored in the East Porch storeroom.
- Maintain stock of toilet paper and paper towels. Have at least two extra rolls of toilet paper on hand for each toilet. Cleaning supplies and paper goods are stored in the East Porch storeroom and West Porch utility room.
- Check washrooms several times daily.

### Grounds

- Take full bags from outside trash containers to dumpster and replace bags as needed.
- Make general tour of grounds on both sides of street for litter and trash pick-up.

### Porta-Potties and Sinks

- Make sure there is adequate toilet paper and paper towels in all locations. (Paper towels from the company are inside the top container of sink. Clean as needed. If service is required, let Administrative Coordinator know to call the company. They are scheduled to service on Friday pm or Saturday early am.