

SITE PLANNING

Housekeeping Coordinator

(During Annual Sessions)

Housekeeping during Annual Sessions is done by people who sign-up on the sheets on the sign-up boards. 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; Administrative Coordinator can print more as needed).

Supplies, along with tools and hardware, are kept in 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.
- Empty trash cans by stairway leading into basement as needed.
- Clean washroom (see Washrooms list below).

NOTE: The meetinghouse washrooms require extra attention due to the high traffic it receives. They may need to be checked and touched up more than once a day. For convenience, a good stock of paper goods and cleaning supplies should be maintained in them.

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.
- 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. The sink may need to be refilled with water from a hose. If service is required, let Administrative Coordinator know to call the company. They are scheduled to service on Friday p.m. or Saturday early a.m.