

# Narraburra Ski Club

	LODGE CAPTAIN :	Date	
Duty no.	NAME	CLEANING DUTIES	REMARKS
1		<b>Kitchen:</b> ALL OVENS TO BE LEFT CLEAN . EMPTY TOASTER TRAYS. CLEAN FRIDGE - WIPE OUT BOTTOM SHELF. * clean stove/tops, splashback, extractor fan * clean microvens, refrigerator, benchtops,sinks, mop floor * tidy-up pots, pans, supplies & utensils in cupboards & drawers	3/4 person task Friday PM
2		<b>Dining room, stairway, upstairs hallway:</b> Vacuum, dust balustrades, ledges, wipe tables, chairs.	2 person task Friday PM
3		<b>Lounge area:</b> Vacuum, dust window ledges, wipe down tables, generally tidy up. Gardening	2 person task Friday PM
4		<b>Garbage :</b> Remove rubbish as necessary from kitchen, replace garbags - put in garage ready for transportation to dumpster.	2 person task daily
5		<b>Doona covers and tea towels :</b> If necessary wash & dry previous weeks doona covers & replace in cupboard. Tea towels - keep kitchen supplied with clean towels	2 person task as necessary
6		<b>Stereo, board games, Coffee Machine, Bar Frig, Bench top :</b> clean bar frig, clean coffee machine & benchtops Put CDs back in covers, put games away in cupboard, tidy-up,	1 person task Friday PM
7		<b>Fire Escape stairs: keep stair exits clear of snow.</b>  <b>2 person task if heavy snow. If no snow assist with firewood</b>	1-2 person task  check daily
8	Weekenders/Room 10	<b>Downstairs community bathroom :</b> Clean shower, toilet, basin and mop floor.	
9		<b>Garage, laundry, storeroom, ski room and entry:</b> Sweep and mop tiles, clear snow from entry, clean laundry tub and dryer filter.	1 person task Friday PM
10		<b>Downstairs Refrigerator &amp; Freezers:</b> ask guests to remove unwanted food. Clean shelves, inside & outside panels. Wipe out bottom shelf of fridge.	1 person task Friday PM
11		<b>Winter entrance: Wet Ski Area: Drying Room: Locker Rooms:</b> Remove ice patches: Vacuum floors, remove rubbish, keep areas clean at all times.	1 person task Friday PM
12		<b>Downstairs hallway and rear staircase:</b> Vacuum and dust balustrades and ledges.	1 person task Friday PM
13		<b>Pool room, downstairs toilet :</b> vacuum poolroom, remove rubbish, brush table. Wash and clean toilet.	1 person task Friday PM
14		<b>Firewood :</b> Cut kindling, bring firewood upstairs, remove cold ashes, prepare fire.	2 person task daily
15	Anil	<b>Heating Filters:</b> vacuum clean <b>Argo Fuelling</b> <b>Check provisions</b>	weekly

*Your contribution in ensuring that the Lodge facilities are maintained in their optimum conditions is greatly appreciated. Thanking You The Board of Narraburra. Happy Holidays*