

## OWC MONDAY GIRL DUTIES

Basically, Monday Girls' duties are to "survey" the clubhouse each Monday to be sure that everything is in order. Walk around the clubhouse and take notice of things, such as: Do you smell gas in the kitchen? Is a toilet running? Are any lights out? Any problems, shopping list items, or questions should be referred to the Monday Girl Chairman, who will resolve the issue or pass the information on to the club President. Supplies & Key for paper towels are kept in the closet near the unisex bathroom.

- Briefly, the responsibilities include:
  - Take trash cans out on Sunday - Recycle 1st, 3rd & 5th Monday
  - Bring in the trash cans after trash pickup
  - Monthly, check the level of propane gas on the gas tank (outside). If 50% or lower, call Suburban Propane 252-745-7346 to schedule a delivery

### Kitchen:

- Check for supplies (paper towels, dish soap, dishwasher soap, trash bags)  
Be sure all counters are clean and items put away
- Check the refrigerator and freezer, wipe out if needed and throw away any old items
- Replace baking soda containers in refrigerator in January and July
- Empty dishwashers if needed
- Wash and return any soiled linens if needed
- Unplug coffee pots

### Bathrooms:

- Empty trash cans (also Board Room trash can)
- Check toilet paper, paper towel, tissue and hand soap supplies and replace as needed.  
Clean mirrors once a month
- Check to be sure toilets and faucets are not running

### Balance of Clubhouse:

- Be sure all lights are off. Check thermostats: when unoccupied, set at 60-65 in winter and 80 in summer.
- Remove any dead insects
- Empty cigarette dispenser located on the front outside wall
- Check to be sure all windows and doors are locked
- Water 2 outside planters at entrance
- Check shed after a heavy rain