

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 and keys for paper towels and cigarette disposal container are kept in the utility closet near the unisex/handicap restroom.

Briefly, the responsibilities include:

- Take trash cans out on Sunday.
- 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 Eastern Propane 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.

Bathrooms:

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

Balance of Clubhouse:

- Be sure all lights and fans are off (except the center fan marked "Leave on")
- Check thermostats; when unoccupied, set at 60°- 65° in winter and 80° in summer.
- Remove any dead insects.
- Empty cigarette disposal container located on the front outside wall.
- Check to be sure all windows and doors are locked.