

# OWC MONDAY GIRL DUTIES

2011 Chairman: Lee Duer 249-1161

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 are kept in the closet near the men's room.

Briefly, the responsibilities include:

- ❖ Bring in the trash cans after trash pickup, if needed.
- ❖ 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).
  - Check to see if all pilot lights on the stove burners are lit.
  - 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.
  - Check to be sure all windows and doors are locked.
  - Water the 2 planters by the front door, as needed.