

Task List

Meals

Work Manager / Ordering Steward

1. Prepare Breakfast
2. Picnic Lunch
3. Order Out Dinner

De-Clutter

Work Manager

1. Hallways / Stairways / Common Rooms
 - a. Remove ALL items in hallways and stairways. (Fire code.)
 - b. Remove any clutter from common rooms.
2. Storage Rooms
 - a. Remove all non-labeled items in storage areas.
 - b. Remove all items from non-current, non-returning members.
3. Laundry Room
 - a. Clean out all abandoned clothes, etc. (All personal items should be removed before W.H.)
4. Donations / Trash
 - a. Take everything to donation centers and/or Drop-Off Station.
 - i. This step may need to be a follow-up project as the Drop-Off Station is only open Tues, Thurs, & Sat.
 - ii. May rent ICC truck. (Reserve in advance.)
 - iii. May coordinate with Annual Maintenance Director for assistance.
 - b. Remove any old house guff piles. (Donate / Trash.)

Deep-Clean

Work Manager / Kitchen Manager / Ordering Steward

1. Kitchen(s)
 - a. Clean out food storage areas.
 - b. Clean out refrigerators and freezers.
 - c. Defrost any non-frost-free freezers.
 - d. Clean coils on commercial refrigerators and freezers.
 - e. Deep-clean cooking stove and exhaust hood.
 - f. Deep-clean/de-lime sanitizer. (DO NOT mix de-limer with sanitizer liquid.)
 - g. Deep-clean ice machine including removing all ice. (Escher & Truth only)
 - h. General deep-cleaning.
2. Bathrooms
 - a. Clean out all bathroom fans.
 - b. Remove any mold from bathrooms with Mold Armor Rapid Clean.
 - c. General deep cleaning.
3. Lounges, etc.
 - a. Deep-clean carpets as necessary.
 - i. Line-up carpet cleaner rental in advance.
 - ii. Service all house vacuums in advance. (bags, rollers, clogs)
 - b. General deep cleaning.

Task List

Maintenance

Maintenance Manager

Routine Maintenance

(House-wide room entry notification in advance.)

1. General
 - a. Replace any missing or burnt-out light bulbs.
[\(LED, 60w replacement, soft white\)](#)
 - b. Bedrooms Only – Test smoke detectors & replace 9V batteries as necessary.
(Common area detectors are hardwired to the fire panel.)
2. Doors
 - a. Clean posters & tape from doors. (Goo Gone works well.)
 - b. Lubricate door locks with 3-IN-ONE Lock Dry Lube.
 - c. Lubricate squeaky door hinges & door closers with 3-IN-ONE Lock Dry Lube.
3. Windows
 - a. All windows - Clean windowsills & tracks.
 - b. Vinyl windows - After cleaning, lubricate tracks & balancers with SILICONE SPRAY. (Other lubricants can destroy vinyl. Wood windows don't require lubricant.)
 - c. Inventory/report any broken windows.
4. Window Screens & Treatments
 - a. Inventory/reinstall/report any missing or damaged window screens.
 - b. Inventory/reinstall/report any missing or damaged window blinds or curtains.
5. Grounds
 - a. Remove all weed trees and climbing vines.
 - b. Trim back overgrown shrubs and branches.
 - c. Repair/replace any damaged or missing gutter downspout extensions.

Special Project Options

1. Label breakers on breaker panels.
 - a. Flip breakers one at a time and investigate outages.
2. Repaint rooms, hallways, stairways, etc.
 - a. Repair holes and dents in advance.
3. Landscaping projects (beyond weekly duties).
4. Anything else that will improve house culture or maintenance.

Skilled Maintenance Options

1. Re-caulk bathrooms & kitchens as needed.
2. Repair holes and dents in drywall (or plaster);
fire-caulk around any cable or pipe penetrations through walls.
3. Get all bedroom and hallway doors to self-close and latch.
4. Refinish wood floors.