



SUNSET SHORES YACHT CLUB CLEANING DUTIES (VER.2015)

The following duties are to be performed for two bathhouses commencing on the 3rd Friday of April and ending on the last Friday in October. These duties are to be performed 2 times per week (Monday and Friday) in May, June, July, August and the first 2 weeks in September and 1 time per week (Friday) in April, the balance of September and October unless otherwise noted.

The first cleaning in April is to include sweeping and washing the floors in the community room and laundry rooms and cleaning window sills and tabletops in the community room in preparation for the annual shareholders meeting to be held the 3rd Saturday of April.

On Sundays of holiday weekends (Memorial, Independence and Labor Days) bathrooms are to be swept, waste baskets emptied and paper dispensers refilled as needed.

Note: Cleaning signs are to be used when working in bathrooms.

1. Clean mirrors, windows, sills and window screens.
2. Spot clean walls and doors.
3. Clean/disinfect all urinals, toilets, handles and fixtures including sinks and countertops.
4. Clean/disinfect shower stall walls, floor mats and floor under floor mats.
5. Refill soap, towel and toilet paper dispensers.
6. Empty waste baskets.
7. Sweep and scrub bathroom floors thoroughly with hot water disinfectant.
8. Clean bugs off exterior walls and walkways around bathroom and community room entrances as needed.

The following are to be performed on a monthly basis:

1. Change urinal screens.
2. Clean/disinfect all bathroom partitions and doors.
3. Sweep floor and clean window sills and tabletops in community room.

Write down any needed repairs or supplies on the maintenance board in the laundry room. Contact the operations chairperson or any board member with any major problems (phone numbers are listed on the bulletin board).

SSYC is to furnish toilet paper, paper towels, liquid soap, urinal screens, trash bags, mops and mop heads.

The cleaning service is to furnish cleaning supplies. SSYC is to be billed on a monthly basis.