

HOUSE Responsibilities

1. Clubhouse Maintenance

- a. Coordinate with Facilities on maintaining clubhouse. Painting, plumbing, repair of doors etc. General maintenance.
- b. **Post list of cleaning duties, and issue calendar for weekly membership signup for clubhouse cleaning.** This SHOULD BE POSTED OPENING DAY. Oversee/confirm that members take care of weeklong assignment, starting from club opening until club closing. Any cleaning assignments before 4th week of May, or after the 2nd week of September are two-week assignments due to the lack of club use.
- c. Post reminders on blackboard to members, as needed, about proper use of facility, such as chairs to be stacked at end of day, no wet mugs in freezer, no paper towels in plumbing, vacuum care, which lights to be left on at night, doors (not screens) closed at night, etc.

2. Inventory

- a. All supplies should be purchased at wholesale businesses like BJ's, Sam's, or Restaurant Depot, or other outlets. Club funds should be used wisely, not paying full or marked up prices where possible.
- b. Maintain inventory of cleaning supplies, dish soap, mops/buckets, windex, sponges, toilet cleaner, shower gel. Paper products, Etc. See example of inventory list as submitted for budget.
- c. Coordinate with Social Chairman for supplies needed for parties. Beer cups, plates, napkins, plastic ware etc. See example of inventory list as submitted for budget.
- d. Water Filters for clubhouse, refrigeration and ice machine. We currently use 3 types. Minimum change twice/year. Keep one of each in inventory at all times as filters can suddenly fill up with sediment due to poor water quality at times.

- e. Condiments: oil, vinegar, mustard, ketchup, spices, salt/pepper, etc.
- f. Complete and submit DYC Expense form generalizing what was purchased, dollar amount, and enter account code.

3. Grills/Propane

- a. Check guage on main propane tank. When approaching 20-30%, call and order Ferrell Propane to come fill it.
- b. Maintain small tanks for the remote grills (4 tanks)
- c. Insure that grills are always in working and safe condition, order parts as required. Large grill only to be used for an organized club party.
- d. Remind members, as needed, to clean grills after use and to cover. In the absence of member cleaning the grills, it is the responsibility of House to clean it that night. Grills should not be left overnight in dirty/uncovered state. Members that don't clean up after themselves should be reminded to take care of their messes, which includes the grill.

4. Ice Machine

- a. Oversee maintenance of ice machine clean with ice machine solvent beginning/end of season.
- b. Make sure that it gets cleaned several times during the season. Ice should be treated as food, keeping it sterile. Only sterile utensils should be used. Baggers should use good hygiene tactics in preparation and during bagging to avoid spreading bacteria etc.
- c. Use the special cleaning solution for the upper freezing section.
- d. Ice Bin can be cleaned periodically when all ice has been bagged, with solution of water/dish soap/ and Clorox Bleach.

5. Opening/Closing

- a. Coordinate opening and closing of clubhouse. BE THERE AND OVERSEE.

1. Chairs and benches inside clubhouse for winter and put out on opening.
2. Oversee electronics storage, speakers brought into clubhouse at closing, and put out/mounted at opening.
3. Ice Machine: (see booklet for technical instructions)

Opening: Clean all parts with appropriate solutions and hook up with new filter.

Closing: Clean all parts with appropriate solutions, disconnect all tubing from rear of ice machine and store everything in clubhouse.
4. Refrigeration: (diagram on back of refrigerator)

Opening: Clean interior, hook up water line behind refrigerator and all associated lines at the refrigerator pump. Install new filter inside refrigerator compartment.

Closing: Clean interior, disconnect water line and all associated lines behind refrigerator. Remove filter inside refrigerator compartment.

Reminder at opening of each year, all refrigerators are frost-free and cannot be used as storage for wet beer mugs in order to keep appliances in good working order.
5. Carpet:

Make sure carpet is shampooed after opening before Memorial Day, and anytime during the year if needed.

Make sure Vacuum is in good working order.