



## WORKDAY JOBS

Cleaning stuff stored in grey cabinet & ladies changing room- check in advance that you have everything you need to use!!!

These jobs need to be done EVERY workday.

1. Use soft broom to remove cobwebs from outside windows.
2. Clean all windows – Inside and out - clean skylights – inside and out - clean out gutters & check downpipes are clear.—buckets + window cleaning tools in ladies shower room.
3. Degrease and clean windows above kitchen area –
4. Pull out and clean under + behind + sides of Cooker Fridge and Freezers -[NB the tea ladies should be cleaning inside the cooker every week and regularly cleaning inside the cupboards and defrosting the fridge and freezers and cleaning the bins]
5. Pull out bookcase and sort books – recycle old magazines.
6. Check buoyancy aids for repairs needed – [Liz will do repairs] Replace on racks by size --- children’s + juniors by ladies ch.room followed by small + med. ---Large + extra large by mens ch.rm.—all kids jackets should have crotch straps fitted.
7. If pressure washer is available for, take duckboards outside and pressure wash
8. Take everything out of boatshed and sweep out & de-cobweb
9. Check all sails and spars for repairs / missing items [Notify sailing sec.] – replace tidily.
10. Clean out and tidy fuel store. Clean + check marker buoys and weights / chains.
11. Clean covers of all club boats. Clean all club boats inside and out and check for repairs needed / missing items [Notify sailing sec.]
12. Clean safety boats – check for repairs /missing items [notify sailing sec]
13. General site tidying when weather /time allows.
14. Weed + tidy “front garden”.
15. Remove build-up of leaves from doorways. Clear paths to outside changing rooms.
16. Remove weeds from jetties. Pull up nettles in car park area
17. Replace or reset uneven /broken paving slabs. Fill in + level rabbit holes/ molehills on front grass
18. Fill in potholes on driveway. Check trees for overhanging dead branches.
19. Repaint wood on clubhouse, boatshed, picnic benches or repaint changing rooms if necessary
20. Assist berthing master in rearrangement of boats in the boat park as necessary..

**The Days Jobs will be note on Whiteboard in the clubhouse.**