

WEEK ENDING SUNDAY

WING: East West

Lodge duties are the responsibility of **everyone** staying at the lodge. They are necessary to ensure that everyone’s health and wellbeing is maintained during your stay and that a clean lodge is ready for the following week. By doing these tasks ourselves we ensure that the best conditions at the best prices continue to be available for all.

IN ADDITION TO YOUR DAILY DUTIES - AT THE END OF EACH WEEK MEMBERS & GUESTS		
<ul style="list-style-type: none"> Clean all kitchen areas used (griller, oven, microwave, utensils, bench tops, kitchen cupboard, section of fridge & freezer used, etc) Dust & vacuum your bedroom, clean the ensuite, leave the doors open and curtains closed. NOTE: Members & Parents – ensure all rooms used by your guests and children are checked by you 		
SELECT A DUTY BELOW	WRITE YOUR NAME IN A SPACE BELOW	INITIAL WHEN COMPLETE
1. Dust & vacuum quiet lounge & upstairs hall		
2. Dust & vacuum dining/ lounge area		
3. Dust & vacuum downstairs hall		
4. Dust & vacuum ½ games room		
5. Dust & vacuum stairs, top to bottom		
6. Dust & vacuum back stairs (when required)		
7. Broom & wash (mop) kitchen floor		
8. Broom & mop basement foyer		
9. Broom & mop ½ basement entrance		
10. Broom & mop ½ laundry		
11. Broom & mop drying room		
12. Garbage & recycling disposal (final)		
13. Clean windows on all doors		
14. Final tea towel laundering		
15. Check & clean ladies toilet on top floor		
16. Check & clean wing toilet on entrance level		
17. Check vacuum cleaners, replace bags & clean filters as needed		
18. Any additional jobs noted during the week		
WING CAPTAIN – END OF WEEK ADMINISTRATION DUTIES		
1. Empty machine money - phone, laundry, dryers (Form 4) – <i>Coordinate with other Wing Manager</i>		
2. Collect and check wing foodstore docketts (Form 3) – refund cash & reconcile accounts (Form 4)		
3. Complete the Wing checklist and report form (Form 6)		
4. Close wing (if required) and return keys, reports, money and any other observations to ESC Bookings, PO Box 3157, Thornton, NSW, 2322.		