

WEEK ENDING SUNDAY ...../...../.....

EAST WING

Room No.	Name	Address	Date	
			Arrival	Departure
E1				
E2				
E3				
E4				
E5				
E6				
E7				
E8				
E9				
E10				
E11				
E12				
E13				
E14				

Lodge Captain \_\_\_\_\_

WEEK ENDING SUNDAY ...../...../.....

**EAST WING**

<b>SAFETY FIRST:</b> Clear snow and ice from all exits at all times during the week. Note that fresh snowfall is easy to remove, but snow compressed to ice by boot traffic is not. If you are first out, clear the steps! Fire exits save lives, don't let them become unusable.		
<b>CONSIDER OTHERS:</b> Clean all kitchen areas used - griller, oven, microwave, bench tops, sink. Wash and dry your dishes and utensils and put them away.		
<b>GARBAGE and RECYCLING disposal - don't let the bins overflow or become smelly in the kitchen.</b>		
<b>IN ADDITION TO YOUR DAILY DUTIES - AT THE END OF EACH WEEK MEMBERS and GUESTS</b>		
<ul style="list-style-type: none"> <li>• Clean your kitchen cupboard and your section of the fridge and freezer.</li> <li>• Dust and vacuum your bedroom, clean the ensuite, leave the doors open and curtains closed.</li> <li>• Members and Parents ensure all rooms used by your guests and children are checked by you.</li> </ul>		
SELECT A DUTY BELOW	WRITE YOUR NAME IN A SPACE BELOW	INITIAL WHEN COMPLETE
1. Dust and vacuum quiet lounge and upstairs hall		
2. Dust and vacuum dining/ lounge area		
3. Dust and vacuum downstairs hall and the back stairs		
4. Dust and vacuum ½ games room		
5. Dust and vacuum stairs, top to bottom		
6. Broom and wash (mop) kitchen floor		
7. Broom and mop basement foyer		
8. Broom and mop ½ basement entrance and ½ laundry		
9. Broom and mop drying room		
10. Garbage and recycling disposal (final)		
11. Clean windows on all doors		
12. Final tea towel laundering		
13. Check and clean ladies toilet on top floor		
14. Check and clean wing toilet on entrance level		
15. Check vacuum cleaner bags, replace if needed		
<b>WING CAPTAIN – END OF WEEK ADMINISTRATION DUTIES</b>		
1. Collect and wing foodstore dockets – reconcile accounts, complete Foodstore Summary Sheet online or paper copy, deposit cash payments to the Club Bank Account. Foodstore dockets paper copy can be scanned and emailed to <a href="mailto:foodstore@eloueraskiclub.asn.au">foodstore@eloueraskiclub.asn.au</a> OR post paper copy to ESC Bookings.		
2. Complete the Wing checklist and report form online or paper copy.		
3. Close wing (if required). If using paper reports scan and email to <a href="mailto:maintenance@eloueraskiclub.asn.au">maintenance@eloueraskiclub.asn.au</a> OR post copy to ESC Bookings, PO Box 3157, Thornton, NSW, 2322.		

Lodge duties are the responsibility of **everyone** staying at the lodge. They are necessary to ensure the health and wellbeing of residents and that a clean lodge is ready for the following week. Doing these tasks ourselves ensures that the best conditions at the best prices continue to be available for all.