

# DO NOT COVER

## 8 Boynton House Job and Work Party Standards

### General Rules

Point Assignment	Present/ Completed	Late/ Low Effort	Excused/ Traded	Unexcused/ Incomplete
House Job	+1	+.5	0	-1
Work Party	+1	+.5	0	-1
Low Attendance Work Party/Extra Event	+2	1	0	-2

- To be guaranteed credit for your house job it must be signed off by an Assistant House Manager or the House Manager and meet the criteria below.
- If a garbage can/recycling bin stinks or is sticky wash it out with a hose + bleach outside and dry with a rag.
- Return any dishes to the kitchen. If the kitchen is not in use, rinse them and put them in the dishwasher.
- No trash bags in the recycling bins.
- Attach trash bags to their bins using the hooks near the handles or tie knot in the bag and stretch over the rim.
- If you can not find a cleaning supply in the kitchen or under a bathroom sink ask the HM.

\* = WORK PARTY ONLY or AS NEEDED

### Knob Slob

- Wipe down surfaces with a rag + rubbing alcohol.
- Surfaces: common room door knobs (both sides), bedroom door knobs (outside only), door push bar, light switches, stair railing
- Wash, dry, and fold the house job rags (detergent + no bleach)

### Foyer + Library Floor

- Pick up trash
- Clean anything off the entrance windows
- Clean anything off the wall paneling
- Sweep both floors
- Mop the foyer floor (water + vinegar)
- Mop the library floor (water + vinegar) \*
- Clean and return the floor mat

### Stairs

- Includes all three stairs
- Pick up trash
- Sweep off stairs + dispose of dirt
- Wash the stairs with rag + wood soap (¼ inch soap + half bucket water)
- Wipe down down landing between floors with rag + warm soapy water

### 1st/2nd/3rd Floor Bathrooms

- Check towel roller and inform Ass Ho if empty
- Pick up trash
- Empty trash bins + replace bags
- Clean sinks and faucets with Scrubbing Bubbles
- Clean toilet bowl with toilet bowl cleaner + toilet brush
- Put splash of bleach in toilet brush holder
- Clean toilet exterior + toilet seat (both sides) with rubbing alcohol and paper towel
- Clean shower walls + floor with Soft Scrub & brush
- Clean ceiling outside showers
- Restock hand soap
- Restock TP (2nd behind toilet, 3rd/1st under sink)
- Foot mop with a rag + bleach bucket
- Use shower & wet rag to clean off Soft Scrub
- Do not bend shower heads! They will break.
- Clean mirrors with paper towels + glass cleaner

### Front yard + Institute yard\*

- Pick up trash from front yard + Institute yard
- This includes behind bush + under porch
- Rake Leaves in the fall
- Shovel snow and salt walkway in the winter
- Mow lawn if necessary

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## Library

- Pick up trash
- Empty trash and change trash bag
- Clean off table of trash + items
- Tidy up printer desk + cubbies
- Consolidate lost + found items to bottom left cubby
- Wipe down table with rag + warm soapy water
- Sweep floor \*
- Dust bookcase + P.O. Boxes including top \*

## TV Room

- Pick up trash
- Ensure the room has only one large trash bin with black bag
- Empty trash bin + replace bags
- Return non-trash items to owner or proper location
- Arrange pillows and fold blankets neatly
- Untangle and organize cables for devices by the TV
- Plug in all devices to be charged
- Wipe down the Brother Boxes with a rag + warm soapy water
- Sweep/clean window seats
- Sweep floor including under brother boxes
- Mop floor (water + vinegar)
- Dust T.V. station shelves \*

## Party Room\*

- Pick up trash
- Replace garbage bags
- Wipe down tables with rag + a mild soapy solution (dish soap in warm water)
- Sweep floor including behind the bar
- Mop floor (water + degreaser/soap + bleach)

## Smoker's Porch + driveway + backyard\*

- Pick up trash from driveway + backyard
- Organize mops + items on Smoker's Porch
- Clean dryer lint from laundry room exhaust
- Rake Leaves in the fall
- Shovel snow and salt walkway in the winter

## Shower Curtains\*

- Take shower curtains down to basement + run in a washing machine on normal, medium, and warm with a bit of bleach no detergent

## 2nd/3rd Floor Hallways

- Pick up trash
- Ensure the room has one large trash bin with black bag + one tall blue recycling bin no bag
- Empty trash + replace trash bags
- Sweep the floor
- Swiffer mop the floor
- Dust horizontal surfaces with a damp rag (fire alarms, electrical boxes, trim, ect.)

## Laundry Room\*

- Pick up trash
- Ensure the room has one small trash bin with white bag
- Empty trash bins + replace bags if needed
- Sweep floor
- Vacuum floor with Shop Vac including behind machines
- Wipe off machines including button panel with wet rag
- Place any cloths found behind machines in lost and found box
- Check and empty all lint traps

## Dining Room\*

- Pick up trash
- Ensure room has only one large trash bin with a black bag + two large green recycling bin
- Empty trash bin + replace bag
- Clean/wipe down + neaten up coffee station
- Sweep floor
- Mop floor (water + vinegar)
- Wipe down tables with rag + a mild soapy solution (dish soap in warm water)

## Basement\*

- Pick up trash
- Ensure the room has one small trash bin with white bag.
- Empty trash + replace trash bag \*
- Neaten pool cues
- Throw out trash on tables
- Return non-trash items to owner or proper location
- Sweep + mop floor \*
- Vacuum rug with shop vac \*
- Dust T.V. stand and bookcase

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- Return shower curtains to bathrooms once the cycle is complete (Note: 3rd floor curtains are shorter)

## Mack's House Job and Work Party Standards

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- No trash bags in the recycling bins.
- Attach trash bags to their bins using the hooks near the handles or tie knot in the bag and stretch over the rim.
- If you can not find a cleaning supply in the kitchen or under a bathroom sink ask the HM.

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### Knob Slob

- Wipe down surfaces with a rag + rubbing alcohol.
- Surfaces: common room doors (both sides), bedroom doors (outside only), door push bar, light switches, stair railing
- Wash, dry, and fold the house job rags (detergent + no bleach)

### Back Stairs & First Floor Carpets

- Pick up trash
- Vacuum back stairs leading up to 3rd floor
- Vacuum any carpets on the first floor including area rugs
- Empty vacuum
- Ensure the room has one large trash bin with black bag + green recycling bin no bag
- Empty trash & recycling bins on 1st floor + replace trash bag

### 1st/2nd/3rd Floor Bathrooms

- Pick up trash
- Empty trash bins + replace bags
- Clean sinks with Scrubbing Bubbles
- Clean toilet bowl with toilet bowl cleaner + toilet brush
- Put splash of bleach in toilet brush holder
- Clean toilet + toilet seat (both sides) with rubbing alcohol and paper towel
- Clean shower walls + floor with Soft Scrub
- Restock hand soap
- Restock TP
- Foot mop with a rag + bleach bucket
- Use shower & wet rag to clean off Soft Scrub
- Do not bend shower heads! They will break.
- Clean mirrors with paper towels + glass cleaner
- Replace the hand towel with a clean one

# *DO NOT COVER*

## **2nd/3rd Floor Hallways**

- Pick up trash
- Ensure the room has one large trash bin with black bag + grey recycling bin no bag
- Empty trash + replace trash bags
- Vacuum the floors
- Empty vacuum

## **Conference Room\***

- Pick up trash
- Swiffer mop floor with wood specific swiffer juice
- Wipe down table with a rag + warm soapy water

## **Front Stairs & 1st Floors**

- Pick up trash
- Sweep off stairs + dispose of dirt
- Sweep the 1st floor
- Ensure the room has one large trash bin with black bag + green recycling bin no bag
- Swiffer mop the stairs leading to the 2nd floor using wood specific swiffer juice
- Swiffer mop the first floor using wood specific swiffer juice