

	House Captain:	Duty Roster	Week Commencing:
	Duty	Mid Week	Fri - Sat
1	All Guests: Clean and wipe out your pantry cupboard and your shelf/shelves in the fridge and freezer. Clean vegetable rack associated with your room.		
2	All Guests: Clean your room; vacuum the floors, fold up the blankets, clean the en-suite. Full list on back of each bedroom door.		
3	Kitchen: Sweep and Mop Kitchen and Eating area		
4	Wipe and clean microwaves and benchtops		
5	Wash Tea towels/Fill detergent bottles		
6	Empty bins. Clean bins if required. Replace Bin liners		
7	Common Bathrooms: Empty bins. Replace bin liner bags. Replace/refill handtowels and toilet rolls and cleaning products if needed.		
8	Laundry: clean laundry tub; empty lint filter on dryer. Sweep/mop floor if required.		
9	Vacuum: halls – upstairs and downstairs		
10	Vacuum living room and dining area. Wipe/dust furniture, tables		
11	Vacuum Blues room. Wipe/dust furniture, tables		
12	Vacuum games room. Wipe/dust furniture ,tables. Tidy the games room generally		
13	Vacuum lower entrance area including stairs.		
14	Vacuum: Drying Room		
15	Snow: shovel snow off verandas and fire escapes. Knock off roof ice. Make steps to road.		
16	Ski Entry Door: Shovel snow from door. Make steps if required		
17	Blues Room: make sure fire escape from Blues Room is clear of snow and has access to street.		
	<ul style="list-style-type: none"> • Check and empty vacuum bags if required. Clean mops. • Do jobs that need to be done. • Cleaning gear is kept in lower cupboard in kitchen near pantry, or stacked high in pantry. 		

