

Item	Description	Period	Est Time	Last Complete	Targeted Time	Tools Needed	Experienced	Who Completed Last
Building								
Wash the Exterior Windows	Wash the Exterior Windows	Qtr	4 Hrs			Bucket, soap, Window Cleaning Tool		
Wash the Exterior Cameras	Wash the Exterior Cameras	SA	2 Hrs			Wet Rag, Dry Rag		
Fire Extinguisher Inspection	Inspect Fire Extinguishers and Sign Tags	Qtr	2 Hrs					
Clean Dishwasher	Take Dishwasher all apart and clean	Mth	1 Hr					
Deep Clean Kitchen	Clean from top to Bottom of Kitchen	Qtr	12 Hrs					
Check Roof	Checking Roof for damage and broken things	Mth	30 Min					
Cleaning Beer Lines	Inspect Cleaning of Beer Lines	2 Wks	15 Min		Every other Tuesday			
Dumping the Trash	Open Doors for Trash Truck		5 Min					
Dumping the Recycle	Pull out the bins for recycling		5 Min					
Grounds								
Edging around Parking Lot	Take Edger and go around Parking Lot	Qtr	3 Hrs			Edger, Shovel, Wheel Barrow	Wally, Mike	Wally
Planting Grass	Planting Grass in Spring and Fall to encourage growth	SA	8 Hrs			Seed and Slit seeder, Cover		
Cutting Grass		3 Wk	8 Hrs			Lawn Mower	Wally, Mike	Wally
Spray for Ants	Spray Discovered Ant Hills	3 Wk	1 Hr			Ant Spray		
Pond Maintenance	Do Pond Maintenance	SA	8 Hrs			Weed Eaters and Lawn Mowers	Wally, Mike	
IT								
Maintain Website	Do Website Updates	Wk	2 Hrs			Computer	Lee H. Mike H.	Lee, Mike
Maintain Sign	Enter Events onto Sign at front	Wk	30 Min			Computer	Mike H.	Mike H.
Scan Documents	Scan Documents for Archiving-On Going	Wk	1 Hr			Time		
Content Creator	Create Content for Website, newsletter	Wk	1 Hr			Creativity		