

Pre-Season Housekeeping Off-Broadway Cabins, Judy's House, Riverside

Coordinators

Beth Chambers

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Purpose

To prepare the cabins and other housing units for occupancy by the RMRT company, so they feel welcome and have their immediate needs met.

Timeframe

Prior to arrival of company, mid-April through May.

All cabins can be cleaned on a flexible basis, depending on occupancy schedule.

Judy's House will be cleaned on a special work day, date to be determined. Lunch will be provided for this work day.

Time Required

3-4 Hours

Possible Tasks

- Obtain key to assigned unit at the office on Vine Street
- Have paper and pen handy to jot down maintenance problems
- Wipe out and clean kitchen cupboards and drawers. Watch for rodent droppings, as the older cabins in particular are not sealed well.
- Make sure there are enough dishes, glasses, silverware and pots and pans to accommodate the number of occupants of the cabin
- Make sure dishes are clean
- Make sure refrigerator is clean and plug it in
- Make sure stove is clean
- Clean under refrigerator, if possible
- Clean and organize under sink
- Thoroughly clean bathrooms and showers
- Check to make sure there is pump soap, bar soap, and tissues
- Dust furniture / mantles and vacuum all rooms (be sure and get under the beds, if possible)
- Wipe out dresser drawers in bedrooms
- Put mattress pad on mattress
- There should be a black plastic bag with bedding suitable for that cabin. Make sure it is there and that each bed has a pillow. (Do not need to make the bed.)
- Look for library books that have not been returned to Juniper Library
- Wash windows inside and outside (if possible without ladder)
- Check to make sure all the lights are in working order (Don't forget the porch light; they often come home in the dark). Report burned-out bulbs on maintenance sheet.

March 14, 2016

- Check the gauge on the fire extinguisher to make sure it is charged. If not, report this to Gretchen.
- Please do not leave or provide alcohol or marijuana products of any kind
- Report problems or suggestions to Coordinator

Equipment

Provided by RMRT

- Kitchen gear
- Furniture and bedding/towels
- Light bulbs
- 9-volt battery for smoke alarm
- Batteries for clocks
- Pump soap, bar soap, tissues
- WiFi

Provided by Volunteer

- Cleaning supplies (rags, sponges, brushes, paper towels, set of cleaning products)
- Vacuum cleaner
- Bring paper and pen to jot down maintenance items

Skills Required

- Basic housekeeping skills
- Attention to detail

Additional Notes/Information

- Some of the units are very old cabins, with second-hand furnishings and equipment.