

Oxford House - Chore Descriptions

It is each members responsibility to pick up after themselves. Always refer to the house rules for tag system and fines when necessary to keep house in order.

Living Room

Maintain Daily: to include - whatever necessary to keep neat: emptying ashtrays and trash receptacles, etc. **Thorough Cleaning Twice Weekly:** to include - washing windows, vacuum, dusting mantle, furniture, baseboards, ceiling and walls, ceiling fans.

Kitchen

Maintain Daily: to include - running of dishwasher nightly and returning dishes and utensils to their proper place, emptying of trash each night (and as needed), wiping and disinfecting of counters and table daily, cleaning of coffee maker each night. **Thorough Cleaning Twice Weekly:** to include - washing windows, mopping floor, washing trash receptacle.

Laundry Room

Maintain Daily: to include - disposal of laundry soap containers as needed, emptying of garbage as needed, sweeping of floor as needed, keeping washer free of scum, advising house if items are getting low.

Hall and Stairs

Maintain Daily: to include - keeping area clear of clutter, picking up as needed. **Thorough Cleaning Twice Weekly:** to include - vacuuming of all carpeted areas, mopping all other areas, washing of all door glass, sweeping of front stoop.

Bathrooms

Maintain Daily: to include - emptying of waste baskets, wiping and disinfecting of counters each night, keeping paper products stocked. **Thorough Cleaning Twice Weekly:** to include -- scrubbing tub and/or shower stalls, scrubbing and disinfecting of toilets, washing of mirrors, mopping floors.

Yards and Garage

Maintain Daily: to include - picking up trash as needed, sweeping as needed. **Thorough Maintenance Once A Week:** to include - cutting of grass, raking, sweeping or shoveling of driveway-sidewalks-porches, trimming hedges and shrubbery, enlisting help when needed for tough jobs.

Refrigerator

Maintain Daily: to include - cleaning of spills as needed, keeping neat, bringing to the attention of any member or Coordinator any problems with any particular member's abuse or neglect. **Thorough Cleaning Once A Week:** to include - scrubbing and disinfecting all surfaces, discarding of old or forgotten items, reporting to Coordinator any problems.

Trash

Maintain Daily: to include - keeping all garbage and recyclable items in proper receptacles. **Thorough Cleaning Once A Week:** to include - bringing receptacles out to curb once a week for pick-up, cleaning and returning after pick-up.