

## Weekly Member Night Duties

Members Night Volunteers oversee opening on Tuesday's from 6:15pm to 7:30pm. Sometimes you find that a key holder has arrived early and already opened.

If all duties are completed and no one shows up for members night by 7:00, you are free to lock up and go. Members night is over at 7:30 sharp. There is often a class following that needs to be set up. If so, the instructor of that class can close the club and lock the gate for the night. If there are no classes, but a scheduled key holder is present and wishes to continue using the facility, you can ask them to be responsible for locking up.

The thermostat in the Obedience Building changes automatically and should be set to adjust the time appropriately for members' nights. If you find that it is not, please contact Rick Phillips to get the setting changed. [woodspecialties@sbcglobal.net](mailto:woodspecialties@sbcglobal.net)

### Trash

- Empty bathroom wastebaskets into kitchen trash can. Dump agility trash into the kitchen trash can. Take the tied trash bag to the trash dumpster. Only replace bags as needed. Trash bags are in the store room on supply shelves.
- Take the trash dumpster to the curb.
- Recycle every other week. There are recycle bins in both buildings. These should be dumped into the outdoor dumpster. The schedule is posted above the trash cans in the obedience building. Please note that the bag that is in the inside recycle bin isn't supposed to go in the outside recycle barrel. It is not recyclable.

### Please Clean

There is a handled caddy with cleaning supplies in the storeroom on the shelves near the peg board with the mops and brooms. The cleaning rags are under the sink in the kitchen. Once the rags are used please leave them in the plastic wash basin beside the clean rags. Some refills for cleaners are under the kitchen sink. Some cleaners have replacements on shelves in the storeroom. If you notice supplies need to be replaced or something is needed to complete these jobs, please contact me.

- Bathrooms: toilets, sinks, bathroom mirrors and sweep floors. Restock bathroom table with toilet paper and paper towels.
- Kitchen: Wipe counters, sink and refrigerator. Sweep the floor.
- Clean the mirrors (instructions are posted on the wall as you exit the kitchen)

Assist members as needed. Keep in mind that we have a policy about reactive dogs. If there are no classes following member's night, check that all heaters in the agility building are off and doors in both buildings are locked. Lock the gate as you leave. Thank You!!