**HC VOLUNTEER CHECK LIST**

**Month: Year:**

**Weekly: Date Done Date Done Date Done Date Done Date Done**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DUTIES** | **WEEK 1** | **WEEK 2** | **WEEK 3** | **WEEK 4** | **WEEK 5** |
| Check/Set clocks |  |  |  |  |  |
| Bistro floor, tables and chairs |  |  |  |  |  |
| Wipe doors, sills, knobs, light switches |  |  |  |  |  |
| Clean garage |  |  |  |  |  |
| Wipe canteen chairs |  |  |  |  |  |
| Wash canteen/kitchen garbage cans & lids |  |  |  |  |  |
| Vacuum fridge coils |  |  |  |  |  |
| Clean janitor room |  |  |  |  |  |
| Clean phones kitchen & REK |  |  |  |  |  |

**Monthly: Date Done Date Done Date Done Date Done Date Done**

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| **DUTIES** | **WEEK 1** | **WEEK 2** | **WEEK 3** | **WEEK 4** | **WEEK 5** |
| Dust/vacuum furnace room |  |  |  |  |  |
| Dust/vacuum C.E.T./adult learning room |  |  |  |  |  |
| Wash canteen table legs |  |  |  |  |  |
| Clean both sets of front glass doors and window in garage |  |  |  |  |  |
| Check/change furnace filters |  |  |  |  |  |
| Dust /vacuum electrical room |  |  |  |  |  |
| Check/change lights |  |  |  |  |  |
| Wash burgundy wall panels & black trim |  |  |  |  |  |
| Wash non-carpeted baseboards |  |  |  |  |  |
| Vacuum carpeted baseboards |  |  |  |  |  |
| Wipe front of lockers & tops of lockers |  |  |  |  |  |
| Wash inside of kitchen cabinets |  |  |  |  |  |
| Dust pictures |  |  |  |  |  |
| Wipe/ wash vents |  |  |  |  |  |
| Wash egg crate vents |  |  |  |  |  |
| Vacuum ceiling vents in washrooms |  |  |  |  |  |

**As needed: Date Done Date Done Date Done Date Done Date Done**

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| **DUTIES** | **WEEK 1** | **WEEK 2** | **WEEK 3** | **WEEK 4** | **WEEK 5** |
| Wash windows |  |  |  |  |  |
| Wash outside of kitchen cabinets |  |  |  |  |  |
| Weed gardens |  |  |  |  |  |
| Shovel/snow blow |  |  |  |  |  |
| Sweep parking lot |  |  |  |  |  |