

# Delta Gamma: House Duties

Note: this document can be altered to fit the needs of any facility. This example is for a facility that is staff-cleaned three days per week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1. Dining Room Duty 2. 2 <sup>nd</sup> Floor	1. Dining Room Duty 2. Suite 20 3. Suite 21	1. Dining Room Duty 2. Suite 22 3. Suite 23 4. 3 <sup>rd</sup> Floor	1. Dining Room Duty 2. Suite 24 3. Suite 30	1. Dining Room Duty 2. Suite 31 3. Suite 32 4. 1 <sup>st</sup> Floor	1. Suite 33 2. Suite 34
1. Dining Room Duty 2. 2 <sup>nd</sup> Floor	1. Dining Room Duty	1. Dining Room Duty 2. 3 <sup>rd</sup> Floor	1. Dining Room Duty	1. Dining Room Duty 2. 1 <sup>st</sup> Floor	1. Monthly Chore 1
1. Dining Room Duty 2. 2 <sup>nd</sup> Floor	1. Dining Room Duty 2. Suite 20 3. Suite 21	1. Dining Room Duty 2. Suite 22 3. Suite 23 4. 3 <sup>rd</sup> Floor	1. Dining Room Duty 2. Suite 24 3. Suite 30	1. Dining Room Duty 2. Suite 31 3. Suite 32 4. 1 <sup>st</sup> Floor	1. Suite 33 2. Suite 34
1. Dining Room Duty 2. 2 <sup>nd</sup> Floor	1. Dining Room Duty	1. Dining Room Duty 2. 3 <sup>rd</sup> Floor	1. Dining Room Duty	1. Dining Room Duty 2. 1 <sup>st</sup> Floor	1, Monthly Chore 2

**HOW IT WILL WORK:** Each woman who lives in the Delta Gamma house will be assigned ONE MONTHLY HOUSE DUTY. These house duties will run on a four-week schedule that is outlined above. Descriptions and tasks to be completed per house duty are outlined below. Women will only be required to complete suite duties for their specific suite (see suite duty description below); Therefore, suite duties will be assigned first from a rotating list of women in each suite. Once suite duties have been assigned, any women left over will be assigned to fill the rest of the house duties. Assignments will rotate so that no one does the same duty two times in a row and ideally, will get a chance to experience every house duty (although this is not guaranteed).

## DINING ROOM DUTY

- Wipe down tables
- Sweep floor
- Push in chairs

## FIRST FLOOR

- Tidy rooms
- Take out trash
- Vacuum/sweep front entry
- Vacuum rear entry
- Check lint traps

## SECOND FLOOR

- Tidy hallway and lounge
- Take out trash
- Check for expired items in mini fridge
- Wipe down counter and cabinets
- Stock K cups
- Fill Keurig
- Wipe inside microwave

## THIRD FLOOR

- Tidy hallway, lounge and study lounge
- Take out trash
- Check for expired items in mini fridge
- Wipe down counter and cabinets
- Stock K cups
- Fill Keurig
- Wipe inside microwave

## SUITE

- Wash shower mats
- Restock supplies

## MONTHLY CHORE 1

- Wipe down door handles
- [Open to suggestions for chores that would need to be completed monthly]

## MONTHLY CHORE 2

- Wipe down light switches