



TPYC FALL WORKDAY 2020

SENIOR CLUBHOUSE INSIDE

Kitchen (Small space recommend no more than 2 or 3 non-family member work in this space.)

- Inventory paper & plastic supplies, put completed list in the sleeve on cabinet door
- Put paper & plastic supplies into plastic bags, store in cupboards
- Put other drawer contents into plastic bags, store in drawers or cabinets
- Wrap tablecloths in big plastic and store in drawer of cabinet
- Put shelf items in bags
- Clean fridge & unplug (in closet behind). Block doors open
- Sweep floors
- Remove all trash and hose out trash cans

Bathrooms (One person for this task)

- Clean toilets, sinks, mirrors & sweep floors

Main Room (1 or 2 person for this task. This has to be done before porch furniture can be store in here.)

- Leave bulletin board as is
- Leave curtains for spring – can be washed then
- Remove all trash and hose out all trash cans and recycle barrels
- Move tables and benches move to the side of room
- Store any left-over charcoal in trash bags & place under bench

Porch

- Move all tables & chairs into main room (tables and benches need to be moved before porch furniture can be store in main room.)
- Water coolers and bottles stay on porch for Company to pick up later
- Jacks posts (3) up to support roof; use two 8' 4x4s for supports (Bosuns will complete this)

SENIOR CLUBHOUSE OUTSIDE (No limit on persons just need to practice social distancing)

- Remove flowers, save dirt and place all pots and window boxes under clubhouse
- Remove window screens and store in clubhouse main room
- Put on window shutters – do this last (stored under the clubhouse)
- Clean grates (down at beach with sand) & put gas grills inside clubhouse main room
- Clean charcoal grill grates (down at beach with sand) and store in Sen. Club house
- Take light globes off (short flathead screwdriver in Bosun's shack), wipe clean & store in senior club house. Remove bulbs. Duct tape garbage bags over tops.
- Clean pine needles from gutters



JUNIOR CLUBHOUSE (Small space recommend no more than 3 or 4 non-family member work in this space. These tasks need to be done before FJ get stored in here.)

- Cleanup—sweep floor, dispose of trash & put abandoned items in Lost & Found Box
- Clean bathroom: wash toilet, sink, mirror, and floor
- Leave bulletin board as is
- Fold up the ping pong table and move to the side of room
- FJ boats will be stored inside this room so move all furniture to the sides.
- Move water cooler and bottles to Sen. Club house next to others for Co. to pick up
- Changing room may be used for storage so place misc. items in Lost & Found Box

GROUNDS (No limit on persons just need to practice social distancing)

- Put picnic tables to pond side of lawn, report needed repairs to the Bosun
- Take swings off swing set and store in the Junior clubhouse
- Move boat trailers back to the tall grass if pulled out for mowing
- Walk the grounds to collect anything that is trash including the tall grass area
- Pick up limbs, sticks & branches and take into the woods
- Hose out trash cans and recycle barrels and store in the Senior clubhouse
- Put all trash items into truck or trailer to go to the dump
- Move picnic tables from Patio by the tennis court

BEACH & WATERFRONT

- Sort through beach toys, throw away broken items. Hose down & store remainder in Jr. clubhouse
- Beach chairs should be hosed off and stored in Sen. Club house
- Weed the beach of any vegetation
- Clean up trash around boat racks
- Bring swim rafts to the beach (Will Adam be taking care of this as part of the docks?)
 - Attach a float bottle to the far & middle swim raft anchors (below ice-level)
 - note which buoyancy pieces are waterlogged, mark for replacement in spring
 - Report number needed and dimensions to Bosun.
 - List and report any other necessary repairs to the Bosun, for spring workday