

Bunk-In Duties

Name: _____ **Week of** _____ **to** _____

Notes:

1. Duties should be completed as indicated below unless otherwise excused and/or explained in Notes section.
2. Duties performed as part of Shift Cleaning may be counted below
3. Duties shall not interfere with class schedule, drill time or study time.
4. Upon completion of daily duties Bunk-in shall report to duty officer for sign-off.
5. A new sheet shall be completed each week beginning on Sunday.
6. Duties not required on Saturday and Sunday
7. Completed sheets shall be placed in Adam Feck's mailbox

Task to Complete	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
Trash to Dumpster (in cage)							
Recyclable (Non-Returnable) to Recycle Dumpster							
Returnables – Bag and Place in Cage w/ Dumpster							
Clean Interior and Vacuum Interior of Amb 1 or 2 Note which one in Notes Below.							
Clean Day Room and Kitchen (Wipe down, vacuum, mop)							
Sweep/Mop Bathrooms in Lobby (1 day)							
Clean Public Kitchen & Sweep/Mop Floor (1 day)							
Sweep/Mop Community Room Floor (1 day)							
Sweep/Mop Front Lobby (1 day)							
Clean Own Bunk Room (1day)							

Duty Officer Sign-off:							
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Notes: