

Item	Location	Time Req'd	Tools Needed	No. of People
Clean Oven	Kitchen	1 hr.	know how	1
Dust chairs	Auditorium	1 hr.	Duster tool	1
Fill wall dents	Interior of bldg.	2 hrs.	Filler & blade	2
Wash walls	Interior of bldg.	3 hrs.	Pail/water/rags	3
Foyer lights	Foyer	1 hr.	Ladder/rags	1
Dusting	Interior of bldg.	2 hrs	Duster tool	2
Paint				
Clean exterior windows	bldg. exterior	3 hrs	ladders/squeegees/ supplies	2
Stain pillars	bldg. exterior	5 hrs	Ladders/stain/brushes/tray	2
Entry & walkway	outside	2 hrs	Pressure washer	1
Clean-up lot	parking lot	2 hrs	Brooms/litter pick-up tool/buckets	2
Weed Lawns	outside	3 hrs	Grass whips/weed tool/ buckets	3
Fence Repair	outside	1 hr	Hammer/nails	1
Clean entrance roof	entrance overhead	1.5 hrs	Pressure washer	1
Pruning overhanging branches	Off play area	1 hr	Pruning shears	1
Yard waste hauling	behind bldg.	1 hr	Truck/fork/spade	1
Secure auditorium exit door threshold	at rear exit	.5 hr	Drill/bits/screws	1
Clean roof gutters and drains	on flat roof	1 hr	Gloves/small or brushbroom/bucket	1
Flower beds, weeding	bldg. entrance	2 hr	weeders, pruners	