

Advance Preparation

General W.H. Preparation

Work Manager & Maintenance Manager w/ support from Officer Team

1. Determine date and start time.
2. Plan out projects and teams
 - a. Approximate number of people for each project/team
 - b. Approximate duration of project – all-day, half-day, etc.
 - c. Key members for each project/team
3. Order / gather all supplies.
4. Organize supplies according to project or team.

Meal Preparation

Work Manager / Ordering Steward

1. Order / gather food for breakfast & lunch.
2. Order / gather disposable plates, utensils, & cups.
3. Line up people to prepare breakfast & lunch.
4. Line up funding (i.e. house credit card) for order-out dinner.

De-Clutter & Deep-Clean Prep

Work Manager / House President

1. At the first house meeting inform everyone of the following:
 - a. **Work holiday attendance is mandatory.** Anyone that must be absent must notify the work manager by e-mail in advance.
 - b. **Personal items must be removed from common areas.** (Hallways, lounges, laundry room, etc.) Non-guff storage is allowed only in designated storage areas. During work holiday, all clutter in common areas will be donated/trashed.
 - c. **All items in storage must be labeled with name & contract term.** (House storage & food storage.) Storage areas will be cleaned out and all non-labeled items will be removed.
2. Send out house e-mail reminding everyone of the above items.
3. Print out list of current members as reference for storage room cleaners.

Maintenance – Room Entry Prep

Maintenance Manager / House President

1. At the first house meeting inform everyone of house-wide room entry at work holiday for necessary tasks. Outline tasks to be done.
2. Send out house e-mail reminder.
3. Ensure that Maintenance Manager & House President have master keys.
4. Keep tight control of master keys & ensure all rooms are locked upon departure. (House-wide lock re-keying due to a lost master key is a house expense.)

Maintenance – Painting Prep

Maintenance Manager

1. Repair holes and dents in drywall (or plaster).
 - a. Scrape any protrusions.
 - b. Fill holes with joint compound or patching plaster.
 - c. Allow to dry 24 hours.
 - d. Sand repairs with hand sander.

Event Day Schedule**Event Day Schedule for Organizers**

Work Manager w/ support from Officer Team

1. Prepare breakfast.
2. Wake everyone up with music. Knock on doors if necessary.
3. Take attendance.
4. Divide people onto teams.
5. Train people on their respective tasks.
6. Prep picnic lunch.
7. Break all teams for lunch.
8. Re-assign people as necessary onto afternoon tasks.
9. Order dinner. (i.e. pizza & soda)
10. Ensure all teams close out day by returning tools & supplies to proper locations.
11. Celebrate with dinner.

Follow Up**General**

1. Create / Assign make-up work holiday projects for all absent members.
 - a. May save certain tasks as make-up work projects.
 - b. May designate official “make-up work holiday”.

De-Clutter

1. Donations / Trash
 - a. Take everything to donation centers and/or Drop-Off Station.
 - i. This step may need to be a follow-up project as the Drop-Off Station is only open Tues, Thurs, & Sat.
 - ii. May rent ICC truck. (Reserve in advance.)
 - iii. May coordinate with maintenance staff for assistance.
 - b. Remove any old house guff piles. (Donate / Trash.)

Maintenance

1. Complete any unfinished projects.
2. Follow-up inventory of missing or damaged window screens.