

CUSTODIAN DUTIES ARE AS FOLLOWS:

Hall Usage:

- Be the Hall Usage Contact person
- After each usage check hall to ensure the televisions, fans, lights, water system, hot water heater and hall equipment (dishes, coffee pot, etc.) have been returned to proper settings and locations
- Ensure all windows and doors are closed and locked
- Vacuum floors in hall and vestibule and wash as needed
- Remove clean dishes from dishwasher and put away
- Take garbage to the transfer site
- Keep bathroom sinks, toilets, mirrors and floors clean and replenish supplies
- Purchase supplies as per list in the kitchen (paper and cleaning supplies, etc.)
- Vacuum floors in hall and vestibule and wash as needed
- Take used tea towels, dish cloths and aprons home – wash and return to hall
- Attend to disposal barrels inside and/or outside (garbage and recyclables) after each function
- Hall walkthrough with renters prior and subsequent to a rental event.

Regular Maintenance:

- Monitor heating thermostat as per seasonal requirements
- Check furnace filters every 6 months and replace, as required
- Monitor heat tape for the hall well and roof as per seasonal requirements
- Change water filters every 3-4 months or as required
- Check if hall septic pump out and/or the outdoor washrooms is needed and arrange for pump out
- Take quarterly water samples on a Monday or Tuesday (March, June, Sept & Dec) and take to La Ronge or Prince Albert to be mailed to the Provincial Lab in Regina
- Do well chlorination annually in April or May
- Inform a WCOA executive member if maintenance personnel are required (electrician, plumber, carpenter, etc.)
- Remove snow from main entry and fire exit door to patio area, as required
- Take recyclables to SarCan
- Take garbage to the transfer site
- Do light yard cleanup and grass cutting, as required

Completion of the above duties will be compensated at a rate of _____/hr, payable at month end. This contract is effective from _____,20__ to March 31, 20____and is renewable annually unless otherwise required by agreement of both parties.

WCOA REPRESENTATIVE:

CUSTODIAN(S):

DATE: _____

Weyakwin Cottage Owners Association
Box 68
Weyakwin, SK
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