




CHECKLIST FOR THE HOUSE-PERSON




Check your uniform (clean and pressed), make sure you have a close shave clean fingernails.




Pack and unpack boxes in the office. Shred paper on top of the shredder.




Wash the two black and one blue Mercedes Benz. Vacuum and lint roller the interior of the cars.




Fill cars with gas/diesel to maintain tank level of ½ or more. Check tire pressure and wiper fluid.




Wash off or wipe down the furniture and hurricanes on the patio and on the porches.




Organize the kitchen, clean equipment, sharpen knives, fill the oil dispensers and pepper grinders.




Purchase and stock bar items (limes, Coke, Diet Coke, Coke Zero, Sprite, Sprite Zero, tonic water, club soda).




Put the uniforms and shirts out on Friday for pick up Monday. Take house dry cleaning to Kraft Cleaners.




Check ez-flo systems and check drip heads. There are three systems (asparagus fern, star jasmine, dwarf split-leaf philodendron).




Consumable Goods Inventory. Inform the assistant of low stock. Place water in each refrigerator.




Wash off the patio furniture. Blow the patio or, if there is a meeting in the office, sweep the patio.




Purchase oranges, make juice. Make sure there is Shredded Wheat with Bran cereal and skim milk.




Maintain the cellar inventory. All bottles are to be presented before they are opened.



Shine shoes that have been set out. Check the closet and put shoe trees in the shoes.




Put out two recycling bins on Monday morning and the two trash binds out on Thursday morning.



Take the cars to be serviced at Kehl. Lock the cars and cover them at the end of the day.



Polish the silver and the copper with the appropriate Goddard's cleaners.



Collect the mail from the two mail boxes and put it in the office. Check the property for litter.