

**AS OF 10/31/2011:**

**STARRED ITEMS CAN BE DONE BEFORE 11/19.**

**Please contact Joe Coons, Club Scrub Chair, for details/supplies/co-ordination**

**All Club:**

Check and replace light bulbs

**Exterior:**

Front ramp & Clubhouse Apron Pressure Wash\* (Bring P.W.)  
BBQ Area Pressure Wash\*  
Deck Pressure Wash\*  
Wash all windows (including deck glass)\*  
Touch up paint as necessary\*  
Clean up lower floor exterior stair landing  
Deal with lower floor exterior stair landing drain  
Clean up lower floor exterior closet  
Clean, lightly wax Deck Furniture, determine where/if to store it for winter  
Deal with potted plants for winter

**Bar:**

Coolers & Chillers cleaning  
Fridge compressor filter dusting  
Ice Machine Cleaning and Sanitizing  
Glass Cleaning per Manual  
Walk in Cooler: Clean, sanitizing  
Cleaning behind bar equipment. (move?)  
Return any beer system coolant overflow to chiller from wall bottle\*

Downstairs Pantry:  
Defrost Freezer\*  
Tidy shelves, counter

**Downstairs Hall:**

Need sign so folks use the panic bar key instead of heat-wasting wood block to prop door\*  
Remove spots on carpet  
Tidy up cabinets  
Select/Hang existing framed marine pictures in storerooms

**Electronics:**

Need to get Commodores' Room Projector Usable and Documented!

Need to document how to play videos from computers to TV or TV's

**Downstairs general:**

Confirm all wall pictures safely hung, secure, frames secure

Clean Ward Room Bar

Vacuum, spot Ward Room chairs

Scrub Ward Room Tables

**Store Room/Paint Room:**

Tidy it (again!)

**Junior Room:**

Needs thorough work

**Back Fire Exit Hallway Store Room:**

Tidy it (again!)

**Lounges:**

Repair Ceiling Tile that was damaged\*

Tidy up audio/video room

Inspect all paint, touch up paint chips if any  
Get chains for any shades that have lost them##

Spot Carpets (or if necessary, replace carpet tiles)\*

**Club Stairway Hall main floor:**

Need missing officer pictures if any

*## Coons will check and order chains from shade vendor*