**2023 HAWK ISLAND ESTATES POOL ATTENDANT VOLUNTEERS**

Please find attached the pool attendant volunteer list for 2023. The work list of duties is located in the pool restroom.

In the event of extremely windy or storm conditions, please visit the pool as soon as the storm is over to

check the skimmers for leaves.

When your volunteer week has ended, please pass the maintenance key on to the next volunteer on the list.

In the event that you need to change your assigned week, please contact one of the other volunteers for an exchange. Please refer to the homeowners directory for phone numbers.

**DUTIES**

1 Clean: :Restroom Toilet

Sink

Mirror

Restock supplies as needed (toilet paper, paper towels) located below cabinet. The cabinet is now locked, but the keys are on the maintenance key chain

Empty trash can

Hose floor if needed

2 Turn off any fans which have been left on

3 Straighten all chairs, lounges and tables

4 Close all umbrellas

5 Survey entire pool area for any left over trash and dispose of as needed, in either trash or recycle container

6 Inspect all (4 skimmers) and remove any foreign objects and leaves.

Use the small black trash can as you go to each skimmer.

7 Empty the small black trash can you used in step 6 and replace liner.

Additional supplies can be found in the vanity of the restroom.

Please note there are now 2 keys for the vanity storage doors, a left and right key.

The key for the maintenance room has now been removed and access is restricted to key personnel only.

Please call Tom Otto at 573-286-6255 if additional supplies are needed, or if there are problems during your volunteer week.

THANKS AND HAVE A SAFE AND HAPPY SUMMER!