

Creating a schedule

Step 1: Select the frequency, days, and assess difficulty for each chore

- Number of chores you have to work with = number of residents - 2 (You and kitchen steward don't have chores)
- Choose the frequency (how many times per week) each chore must be done. Note that some chores are more important than others
 - Dishes need to be done every weekday
 - Small kitchen must be done every day
- Assign a difficulty score for each chore based on its difficulty relative to other chores. For example, grounds is more time consuming than sanitation; hence it receives a higher difficulty score.

Step 2: Gather Data

- Announce when you want to receive schedules. I recommend allowing at least a week for you to get missing schedules and assign chores.
- Remind people early and often. Don't be surprised if most people don't submit anything until the last minute.

Step 3: Compile Data

- I like to organize my data in spreadsheets. I create a table with residents in each row and their availability each day in the columns. This allows me to quickly see which residents are available for lunch/dinner dish crews on any given day.
- You need a way to track how many chores you have assigned to a specific resident. I use a color system where black = 0, green = 1, yellow = 2, and red = 3.
- However you decide to organize your data, you need to be able to quickly identify and sort which residents are available for a chore at a specific time.

Step 4: Assign Time-sensitive chores

- Lunch Dish time range
- Lunch Clean time range
- Dinner prep time range
- Dinner dish time range
- Dinner clean time range
- Freight time range
- Monday early dish time range

Step 5: Assign remaining chores

- I consider how busy a resident is on a specific day, how difficult the chore is, and any specific requests into consideration at this step
- The main goal is to balance the load between each resident, as well as not overwhelming a resident with too many responsibilities for a specific day

Restocking duties

Washing Grubbies

- Depending on the size of the house, grubbies must be washed 1-2 times per week

- Wash with bleach (pour about 1 cup into the tray on the front left of the washing machine. It is labeled bleach)
- They will need to be dried twice. Clean the lint trap in between cycles.
- Run a rinse& spin on the washer after they are through. This prevents bleach from getting on someone's clothes.
- Fold & put away when dry

Re-filling spray bottles (orange cleaner and multi-quat sanitizer)

- Go into janitor's closet in big kitchen (near exterior door)
- turn on lower sink water
- fill bottles from dispensers. The dispensers operate exactly like the other kitchen dispensers

Restocking Small Kitchen

- list of food to restock
- Cleaning supplies
- Clean grubbies

Chore enforcement

House Chores

- Sign-off sheet in the nook
- Set a sign-off deadline.
 - It's okay if you check later than the deadline, but don't check earlier.
 - If someone requests an extension, they must do so before your deadline.
 - If someone has a very full schedule, try to give them a chore that only happens once or twice a week. This will make it easier for you to allow them to complete it on the following day.

Disciplinary action

During week 1, I usually just give people an unofficial reminder. This is up to you, but I like to give people time to get used to their new schedule. This is especially important Fall term, when many new residents have to get used to the rest of Courtyard as well.

- **1st Missed Chore: Warning**
 - The first official citation is only a warning. It goes on the resident's record, but all they have to do is sign it and return it to you. No other disciplinary action is taken.
- **Subsequent missed chores**
 - When a resident misses a chore after the first one, just notify the directors via the chore-manager slack channel. Be sure to include how many chores the resident has missed.
 - Second missed chore = make up chore
 - Third missed chore and subsequent = \$10 fine

