

# GUIDE FOR POOL DUTY VOLUNTEERS

Pool Hrs. Sunday-Thursday    **8 AM to 10 PM**

Friday & Sat.                **8 AM to 11 PM**

Thank You for volunteering to help keep our pool & common areas clean!

*(Please note that the board hires a company to check the pool chemicals, pump, filter, three times each week).*

To have a pleasant pool experience & keep the pool operating costs lower, the board relies on Oaks Ridge residents to perform a few duties each day or weekly!

Pool volunteer duty is from Sunday to the following Sunday each week.

## **Daily/Nightly the volunteers should: (Before 9 AM & after 8 PM)**

- Unlock & Lock Restrooms.
- Inspect restrooms for re-filling of supplies.
- Hose down & pick up trash from deck & restroom areas.
- Water flowers in pots on pool deck.
- Lower chair backs of lounge chairs to a flat position. (to protect from high winds)

**Weekly:** Clean restrooms 2-3 times or as needed each week.

**TUESDAY NIGHT:** Collect all trash & set container at the curb for Wednesday morning pick-up. Please return container from curb to pool area by Wednesday evening.

**OTHER INFO:** Pool supplies are located in the pool house. Also, the stereo works off of a timer. Please do not change timer or volume of stereo.

**WHEN YOUR WEEK IS UP:** At the end of your pool duty week, please forward pool packet, pool card key, and restroom/pool pump room key to the next volunteer on the sign-up list. (Refer to the online signup list).

**Direct concerns, issues, or problems to Oaks Ridge President ([oaksridgepresident@gmail.com](mailto:oaksridgepresident@gmail.com))**