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# COORDINATOR

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NAME OF HOUSE

# OXFORD HOUSE COORDINATOR'S REPORT

Assign Work Details To Keep Common Areas Clean. [List member's assignments and rotate jobs so that everyone equally shares work to be done.]

ACTIVITY	Week No. 1 NAME	Week No. 2 NAME	Week No. 3 NAME	Week No. 4 NAME	Week No. 5 NAME
1. Living Room					
2. Kitchen					
3. Laundry Room					
4. Hall/Stairs					
5. Bathroom No. 1					
6. Bathroom No. 2					
7.					
8.					
9.					
10. Yard - Front of House					
11. Yard - Rear of House					
12. SAFETY (Working smoke alarms, extinguishers & exit doors)					

Chores should be done on a daily basis. Before each regular house meeting Coordinator should score each chore in the box next to the assigned member's name as follows: ✓ to indicate: "completed in a satisfactory manner;" X to indicate: "not completed in a satisfactory manner."

If a chore is not completed in a satisfactory manner, the Coordinator should report to the full membership at the house meeting and the group may decide to assess a fine or penalty. All fines or penalties must be approved by a vote of the group.

Coordinator's Signature

Date

# MONTHLY CHORES

Fridge 1 & 2 Clean-out

A/C Filter Change

Baseboards

Ceiling Fans

Oven

Garage

House Shopping

Remind President, Treasurer and  
Comptroller To Do The  
Monthly Financial Audit and Monthly  
House Summary For Chapter