

# Organisation[s]:

# Duties Planner - Marle Hall

*This planner will help to prepare the residential duties for your young people during their stay. Please use it in a way that suits you best. That is, fill in individual names or rooms or working teams. If you are sharing with another party then you may wish to wait and plan jointly. Feel free to add you own duties or not do them at all, but everyone does their bedroom at least*

	DUTIES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b><u>CLEAN MINI BUS.</u></b> Pick up litter and place in bin. Sweep inside (front and back) with dustpan and brush. Do not make a mess of the yard. Return equipment/clothing to cloakroom. 5.30pm						
	<b><u>COMMON ROOM.</u></b> Pick up litter and sweep if needed. Arrange chairs and tables neatly. 10.30 pm.						
	<b><u>BOOT ROOM + CLOAKROOM.</u></b> Pick up litter and sweep out. Place clothing boots and rucksacks on correct pegs. After evening activities.						
	<b><u>WEATHER FORECASTING.</u></b> 8.20 am at the office. Help Marle Hall staff to draw up a local and Marle Hall forecast for the day. You will be asked to present your findings at breakfast.						
	<b><u>5pm and 9pm DRINKS.</u></b> Clear away all trays, wipe tables and pick up litter/cups etc. Return trays to stills room.						
	<b><u>LAYING TABLES - BREAKFAST</u></b> 8.10 am. <b><u>Wash hands</u></b> and check with kitchen staff						
	<b><u>LAYING TABLES - EVENING MEAL</u></b> 6.10 pm. As above.						