

SILVERHAWK HOMEOWNERS' ASSOCIATION  
**POOL DUTY CHECKLIST**

**Daily tasks to be performed at or near closing time:**

**CLUBHOUSE INTERIOR**

**Bathroom check**

- sweep
- empty trash
- clean toilets and sinks
- fill toilet paper and paper towels

**Kitchen check**

- sweep
- empty trash
- clean sinks
- discard unmarked items from refrigerator or freezer
- check microwave cleanliness
- refill soap if necessary

**POOL AND DECK AREA**

- Sweep/dispose of deck trash daily (away from water).
- Insure rescue equipment is in place
- Skim pool for bugs and trash
- Empty baskets / skimmers (4 on each side of pool) to get candy / wrappers / debris out. Lift lid and lift out gray basket to discard debris.
- Fill pool with water (**half of the "5" mark should be covered**). If water level does not reach half the "5" mark, this will cause pumps to shut off.

**PERIMETER AND PARKING LOT**

- Collect blown trash from perimeter of pool area and parking lot
- Briefly check playground for any notable damage or equipment misuse.

**GENERAL**

- Sunday Night – empty all trash cans and take trash bins to curb for Monday's collection. Bring in bins on Monday.
- If the clubhouse is rented during your duty period, check that evening to see that the rented areas have been properly cleaned. Note any damage you observe.