

OXFORD HOUSE COORDINATOR'S REPORT

NAME OF HOUSE

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: **v** 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