

JOB DESCRIPTION: Building Manager

Adopted: April, 2019

Reviewed: April, 2019

General Function: Oversee the OTYC main building, inside and out, to insure necessary maintenance, routine upkeep, and improvements are accomplished as needed. These duties focus on season opening and closing responsibilities.

Essential Duties:

Season opening

1. Turn on the power at the electrical box.
2. Check building outside for any damage or repairs needed, including siding, roof, and paint.
3. Check lighting and fans for functionality.
4. Put window blinds up.
5. Get the water turned back on and the toilets operable (see contractors).
6. Plug in refrigerator and freezer, clean as necessary.
7. Check on the cleaning schedule with the hired cleaner (see contractors) and coordinate duties.
8. Clean the back inside storage room to the left of the stage, and throw out items no longer needed.
9. Set up the AED and insure it is operable.
10. Hose down the upper outside deck and front porch.
11. Have the windows washed inside and out (see contractors).
12. Move the garbage bins from winter storage to the pickup area.
13. Call American Waste to begin waste pickup (see contractors).
14. Call Culligan to have water cooler and about 4 jugs of water delivered and set up (see contractors).
15. Call fire extinguisher company if service needed (check dates on tags) (see contractors).
16. Take out front porch furniture.
17. Take out deck furniture.

18. Take tables and chairs out of the back storage room after the spring cleaning by cleaner.
19. Set up sound system and speakers.
20. Set up bottle, recycle and waste bins in the bar area.

Frequently during the season

1. Clean out bottle bins in bar and spray with Lysol.
2. Contact pest control company (see contractors) to schedule any necessary treatments.
3. Remove recycle and take to county recycle containers.
4. Remove deposit bottles and return for deposit.
5. Help with event chairpersons to set up tables and chairs as needed.
6. Inspect building inside and outside for needed repairs or upkeep.
7. Check water cooler for cups and water supply. Order as necessary.
8. After any rental event, check to see that the building has been cleaned, and notify Treasurer (for deposit return).

Season Closing

1. Determine the final cleaning date with hired cleaner after the final event at the club (except possibly late season Toddy Times), and coordinate final duties.
2. Make repairs to building as necessary or schedule them for spring.
3. Clean the back inside storage room to the left of the stage, and throw out items no longer needed.
4. Move all chairs and tables to back storage room before final cleaning.
5. Remove sound system and store in a heated area offsite.
6. Unplug refrigerator and freezer in kitchen. Clean inside. Store with doors slightly open.
7. Cover all upstairs cushions in plastic bags and store on ping pong table to prevent mice from getting in them.
8. Remove all liquids and edible items in the bar and kitchen and store in heated area offsite if usable next year, or give away if items will expire.

9. Clean items out of coffee cabinet and bar area and put in plastic bags.
10. Call Culligan to have water cooler removed and empty jugs taken back (see contractors).
11. Contact pest control company (see contractors) to schedule any necessary fall treatments.
12. Contact plumber to have water tuned off and toilets and sinks treated for winter (see contractors) after the final cleaning.
13. Call American Waste to suspend waste collection (see contractors).
14. Bring in all outdoor furniture from porch and deck.
15. Remove AED and store in heated area over the winter.
16. Clean outside storage room, removing any items that might freeze. Coordinate with the Grounds Chair.
17. Clean and move garbage bins to Boat Storage building for winter storage.
18. Put front porch shades up for winter storage.
19. Close and lock all windows and lower blinds
20. Turn off electricity.

Anticipated Budget Needs: Routine payments to hired cleaner; costs for miscellaneous repair and maintenance items; costs for plumber spring and fall; costs to window cleaners; costs for water cooler and water jugs; costs for waste disposal; costs for pest control; costs for fire extinguisher recharging; costs for other capital improvements as approved by the Board.

Contractors used to assist the Chairperson: Plumbing: Eric Hallett, Omena, 231-313-1546; Water cooler: McCardel Culligan, Traverse City, 231-947-1010; Waste disposal: American Waste, Traverse City, 231-943-8088; Window cleaning: Moses Window Cleaning, Suttons Bay, 231-271-4243; Pest control, Colliers, Traverse City, 231-947-3262; Fire extinguishers: (see tags on extinguishers); Hired cleaner, Sarah Radiske, Pristine Clean, Traverse City, 231-409-3277

Other Information that might be helpful: Book of various files and past actions.