

Caretaker Contract

1. Reside physically in the mansion apartment.
2. Ensure building security by locking all exterior doors and fully setting the alarm whenever away from the Mansion.
3. Prohibit unauthorized use of the mansion or grounds. Secure the removal of all persons improperly on the premises, using police if necessary.
4. Maintain the mansion and contents following these cleaning guidelines:
 - a. Frequency of cleaning:
 - i. Before and after every event
 - ii. Before and after every tour
 - iii. Weekly and as needed
 - b. Spring/Fall Maintenance (twice a year):
 - i. Wash curtains
 - ii. Scrub and wax floors
 - iii. Clean all table and floor lamp shades, as well as wall sconces (not chandeliers)
 - iv. Get an estimate and schedule Carpet – shampoo
 - v. Provide a estimate for carpet cleaning (contract pending Board approval)
 - vi. Change filter furnace (once a month)
 - vii. Wash dishes in butler's pantry, and wash the butler's pantry
 - viii. Clean the hutch and its contents
 - ix. Clean non-flooring woodwork
 - x. Wash the interior of the windows (not the stain glass)
 - xi. Schedule Piano tuning in Winter and Spring, or as directed by board
 - c. Interior Maintenance (weekly):

i. Basement

- A. Clean the basement steps and floor
- B. Check refrigerator to make sure it's running appropriately
- C. Wipe surfaces periodically
- D. Clean bathroom weekly, and replace toilet paper, soap, and towels as needed

ii. Kitchen

- A. Keep floor clean
- B. Keep sink clean
- C. Mineral oil the kitchen sink and countertop (to the left)
- D. Empty wastebasket and garbage bins
- E. Dust windowsills and molding
- F. Dust and wipe down baseboards
- G. Dust ceiling

iii. Pantry

- A. Keep floor clean
- B. Dust windowsills and moldings
- C. Check supplies of coffee, tea, sugar, disposable cups, etc.

iv. Dining Room

- A. Dust (including wainscoting). Pay particular attention to chair rungs, table legs, and corners of hardwood floors.
- B. Clean mirrors (monthly, make sure that mirror is streak free)
- C. Polish silver (monthly)
- D. Wash china on top of mantel and buffet (every 3 months)

- E. Vacuum and sweep floors. Pay particular attention to the floor under small furniture and chairs. Please move them out of the way in order to clean the area.
- F. Dust and wipe down baseboards
- G. Dust ceiling

v. Sitting Room

- A. Dust (including wainscoting). Pay particular attention to chair rungs, table legs, and corners of hardwood floors.
- B. Clean mirrors (monthly, make sure that mirror is streak free)
- C. Polish silver (monthly)
- D. Wash china on top of mantel and buffet (every 3 months)
- E. Vacuum and sweep floors. Pay particular attention to the floor under small furniture and chairs. Please move them out of the way in order to clean the area.
- F. Dust and wipe down baseboards
- G. Dust ceiling

vi. Formal Parlor

- A. Dust (including wainscoting). Pay particular attention to chair rungs, table legs, and corners of hardwood floors.
- B. Remove articles from shelves and mantel, and fabric from piano when dusting.
- C. Dust picture frames
- D. Vacuum and sweep floors. Pay particular attention to the floor under small furniture and chairs. Please move them out of the way in order to clean the area.
- E. Dust and wipe down baseboards
- F. Dust ceiling
- G. Schedule Piano tuning in Winter and Spring, and as directed by board

vii. Grand Hall

- A. Dust furniture and wainscoting
- B. Dust pictures
- C. Clean mirrors (make sure that mirror is streak free)
- D. Wipe floor in Grand Avenue foyer
- E. Vacuum and dust stairs
- F. Vacuum often. Vacuum and sweep floors. Pay particular attention to the floor under small furniture and chairs. Please move them out of the way in order to clean the area.
- G. Dust and wipe down baseboards
- H. Dust ceiling

viii. Library

- A. Dust (including wainscoting). Pay particular attention to chair rungs, table legs, and corners of hardwood floors.
- B. Clean mirrors (monthly, make sure that mirror is streak free)
- C. Polish silver (monthly)
- D. Wash china on top of mantel and buffet (every 3 months)
- E. Use upholstery tool on upholstered pieces (monthly). Do this for all upholstered pieces in the Mansion
- F. Vacuum and sweep floors. Pay particular attention to the floor under small furniture and chairs. Please move them out of the way in order to clean the area.
- G. Dust and wipe down baseboards

ix. Bathroom

- A. Clean tub, basin, and toilet
- B. Dust thoroughly. Including shutters and wainscoting
- C. Wipe the floor

- D. Shake rugs
- E. Keep toilet paper and paper toweling stocked
- F. Clean mirrors (make sure that mirror is streak free)
- G. Dust and wipe down baseboards
- H. Dust ceiling

x. Upstairs Rooms

- A. Dust (including wainscoting). Pay particular attention to chair rungs, table legs, and corners of hardwood floors.
- B. Clean mirrors (monthly, make sure that mirror is streak free)
- C. Polish silver (monthly)
- D. Vacuum and sweep floors. Pay particular attention to the floor under small furniture and chairs. Please move them out of the way in order to clean the area.
- E. Dust and wipe down baseboards
- F. Dust ceiling

d. Exterior Maintenance:

- i. Sweep all porches and promptly remove snow after each snow fall. Wipe down all handrails.
- ii. Keep exterior windowsills on porch clean
- iii. Clean the outside of porch windows
- iv. Wash glass doors, interior and exterior. Glass and all (not stained glass)
- v. Notify the Caretaker Contact of interior or exterior features that needs attention

- 5. The Mansion thermostat shall be set to 65 degrees F when the Mansion is not in use.
- 6. The Caretaker must complete docent training provided by the Mansion and be the primary person to give tours and handle the scheduling of tours. When unable to provide a tour, the Caretaker will secure another docent, from the approved list, to give the tour.

7. Pick up the mail each day. Transfer all bills and other correspondence to the lock box. Email the Treasurer each Friday with a summary of the mail received that week.
8. Respond to all calls and phone messages within 24 hours. Respond to emails and Facebook messages as soon as they are received.
9. Ensure the answering machine is maintained in good working order and that the message is always current.
10. Keep a master calendar of scheduled events current and near the telephone.
11. Complete Tour Record Form and/or Event Form after each tour/event at the mansion.
12. Collect fees and secure them in the lock box.
13. The Caretaker shall assist in set up and clean up of all Board sponsored activities and private events held at the mansion, unless excused by the Board.
14. Schedule private use of the premises and complete the building use agreement/contract for each event. Secure the deposit and final payment from the client.
15. Maintain a \$100.00 petty cash fund for miscellaneous supplies. When supplies are purchased, submit a receipt to the Treasurer for reimbursement to the petty cash fund.
16. If employed, the Caretaker will provide the Caretaker Contact with an up-to-date work schedule.
17. Pre-pair dining room for monthly Board meetings. Attend all monthly meetings of the Board and present a written report of the previous month's activities/issues using the form provided by the Board.
18. In the event of a facility emergency, contact the Caretaker Contact. If unable to reach the Contact, employ a repairman from the list of approved service providers, provided by the Board.
19. 50 days' vacation (7 weeks and a day, including weekends) from the Mansion may be arranged by prior mutual consent of the parties, in writing, when tours are scheduled unless approved by Caretaker Contact. This time off includes illness/injury.
20. This agreement may be modified at the time of lease renewal.
21. Caretaker must be physically able to preform the Caretaker Responsibilities or arrange for a task to be completed. In the event of an injury/illness contact the Board with a plan on how these responsible ties will be carried out.