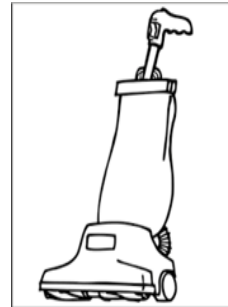




Toxaway Views Volunteer Task Information Sheet



Foyer Vacuuming

Project Name

Foyer Vacuuming

Description

Vacuum carpeted areas of all foyers

Purpose (Why it Matters)

Keeping foyer floors clean prevents pests, dust, debris and unsightly exteriors

Location

Foyers of all buildings

Season

Year Round

Frequency

Monthly/as needed

Time Estimate

20 minutes per building

Priority

Low

Equipment Needed

Vacuum (provided by volunteer), mask if dust is a problem for the volunteer.

Skills Needed

Walking, climbing stairs, carrying and using a vacuum.

Volunteer Difficulty Level

Easy

Project Lead

Laura Black

Backup/Support Person

Bruce Hoffmaster

Last Completed Date

February, 2026 Bldg 2

How to Mark Complete

Notify Sharon where and when the work is completed.

Notes

Report areas that could not be cleaned due to personal objects in common areas. Report any broken or deteriorated lights, wood, or landscape problems observed.