

Activity Center and Community Center

Building Coordinator Duties*

Both Buildings

- A. Check the two centers periodically for cleanliness of bathrooms, supply of toilet tissue, soap, paper towels and the trash baskets.
- B. Place garbage cans at the curb on Tuesday's and return on Wednesday's as indicated.
- C. Order paper goods and cleaning supplies as needed.

Supplies can be ordered from Broussard's Paper Co. in bulk i.e. cases of toilet tissue or towels. (Broussard's catalog is in the Community Center office to order from or use their web site.)

1) Authorized Greens representatives can go to Broussard's facility and pick up the items if they wish. They should request a receipt at that time. Sign it and take it to Angie Carbo at the PPHOA offices to pay or tell Broussards to bill the Greens at the end of the month and ask them to send a statement to Angie.

2) Supplies can also be ordered by telephone. There will be a \$1.85 fuel charge for each delivery. Telephone orders must be received by 3 PM in order to have them delivered the next day. Arrangements need to be made to let delivery persons into the Community Center when they deliver.

3) Regarding catalog ordering, there are special order items not regularly stocked in Broussard's Gonzales warehouse. If needed, it may take 2 or 3 days to have those items delivered to Gonzales.

4) Whenever any item is received, the invoice or packing slip **must** be signed and taken to Angie Carbo at the HOA office at Main Street. It should be delivered to her in a timely manner in order to keep us current with our bill paying. It should be signed by the person receiving the order with a note added that indicates what account it is to be charged to. Angie will not pay any bill unless she knows that the items have been received and to which account it should be charged.

5) At times the janitorial service (Precise Cleaning) may request a particular cleaning supply. It may be ordered for them.

- D. Monitor the supply item budget monthly.
- E. Coordinate pest control and termite control visits with designated company.
- F. Report needed repairs to Chairperson of Building, Grounds & Maintenance Committee.

Community Center

- A. See to cleaning the refrigerator/freezer periodically.
- B. Have library books culled periodically.

- C. Assist residents to complete requirements if they wish to rent the Community Center.
- D. Work with the Social Committee and Sunshine committee to monitor the level of food-related paper goods and replenish as needed.
- E. Order the annual calendar used to designate a meeting place and time if desired.

Activity Center

- A. Check the AED batteries monthly.
- B. Replenish sanitary wipes for cleaning exercise equipment as needed.
- C. Clean the new treadmill at least every two weeks.
- D. Check the exercise equipment monthly for wear and proper functioning.
- E. Check with the water aerobic class periodically regarding need to replace their equipment.

*The coordinator is appointed by the Board

Approved 10/11/12

Revised 10/14

Building Coordinator Contacts

Broussards:

Address: 2831 S. Darla St [off HWY 30].

Gonzales, LA 70737

Our representative is Alan Ray 225-235-1591.

Account number: 2036.

Pest Control:

BeeBe's Pest Control

9251 Raton Ave.

Baton Rouge, LA 70814

225-924-7096

Account number: 23717

Cleaning Service

Precise Cleaning Services

6272 Beau Douglas

Gonzales, LA 70737

225-315-3594 Cell: 225-315-3594

Kevin Johnson, owner/manager

Exercise Equipment

Fitness Expo

9603 Airline Hwy.

Baton Rouge, LA 70815

225-928-5751 FAX: 225-927-0486

www.fitnessexpobr@yahoo.com

Mike Mannen Sales & Service

Calendar Ordering:

(At A Glance # PMLM022813 Address Calendars PO Box 400 Sidney, NY 13838

www.ataglance.com FAX 607-561-5938)

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