

What Needs to be done @STH	Where	Tools/Notes
Rake the arena & pick up manure	Arena	Rake is in the back of the barn
Rake barn aisles & pick up manure	Barn	Rake is in the back of the barn
Dump, scrub and re-fill water buckets & ground feeders	Barn (stalls)	Hose is in barn, use dishwashing liquid and a brush to clean buckets (in wash stall). Should be done once a week.
Clean Feed Buckets	Barn (stalls)	Hose is in barn, use dishwashing liquid and a brush to clean buckets (in wash stall). Should be done once a week.
Cobweb Removal	Barn (stalls)	Broom is in the back of the barn. Cobwebs are a fire hazard!
Pick up manure	Driveway, Arena, Petting Zoo, Mini Ghetto, Pavilion, Chery's yard	Shovels are in the back of the barn
Remove weeds	Garden	Pull out weeds
Quinn, Slew & Sparky need to be hosed down	Horse Care	Check with Lead before you do this.
Beauty, Sadie, Carmel, Blaze & Victoria need to be feed an extra meal	Horse Care	Check with the Lead before you do this.
Sweep Office, Tidy desk	Office	Broom in office
Clean Bathroom	Office	Check cabinets for products
Empty Trashcans	Office /Barn/Pavilion	Dumpster outside of office
Pick up rocks	Pasture	
Remove hay strings from Round bales	Pasture	VERY IMPORTANT - Pick up hay strings - horses will eat string and it will cause colic.
Clean water troughs & feeders/refill water troughs	Pasture	Should be cleaned once a week. Use dishwashing liquid and brushes in Wash Stall. IMPORTANT: Return the floating board to water.
Wipe down tables and benches	Pavilion	
Sweep & clean Pavilion	Pavilion	Also re-stack chairs
Dump water, clean and give fresh water	Petting Zoo & Mini Ghetto	
Wash groom tools (brushes, etc)	Wash Stall	Use dishwashing liquid. There are plastic draws containing grooming tools.
Neatly organize washroom	Wash Stall	Return products to cabinets and draws
Sweep Wash Stall	Wash Stall	Broom is in the back of the barn
Empty manure buckets in washstalls	Wash Stall	Empty behind barn
Rake all animal areas		Rakes are in the back of the barn

Identify what you would like to do and check with the Lead first. Thank you for all you do for the horses!