

FUNCTION CLEAN-UP CHECKLIST

Group members are responsible for the following items on the checklist. The items on the checklist are to be completed by **10am** the day following an event. Failure to do so may result in extra cleaning charges and/or loss of organizational privileges. This is left to the discretion of the Residence Director.

STEPS TO BE TAKEN BY ORGANIZATION(S) OR GROUP(S) SPONSORING THE FUNCTION:

- _____ Window - check for stains and clean as necessary.
- _____ Take garbage out to dumpster.
- _____ Put in new bags.
- _____ Clean kitchenettes.
- _____ Clean bathrooms - this consists of picking up trash and cleaning up any other messes.
- _____ Walls - clean beer splashes, foot prints, etc. - and remove excess tape.
- _____ Check ceiling for stains and excess tape; remove as needed.
- _____ Sweep floors - this includes bathrooms and foyers.
- _____ Mop floors - this includes bathrooms and foyers.
(Change water as needed.)
- _____ Place furniture in original location.
- _____ Check fire extinguishers.
- _____ Clean up outside - pick up trash.
- _____ Clean out mops and straighten cleaning equipment when done.

*Leave the area like it was: Clean - not sticky/stained and smelling.

STEPS TO BE TAKEN BY RESIDENCE LIFE STAFF (in order by which they are listed):

- _____ Check area before function - note prior damage, etc.
- _____ Collect tap from keg (make sure keg is put away/ locked up) and wristbands at 1am
- _____ Check area after function - note new damage, etc.
- _____ Make cleaning supplies accessible when group members arrive next morning.
- _____ Approve/disapprove clean up - make comments on checklist.
- _____ Return tap from keg to group
- _____ Acquire signatures on checklist and return "party box" to the Office of Residence Life & Housing.

Party Organizer's/ Contact' Signature

Residence Life Staff Member's Signature