

Best Practices & Procedures for Sweeping Groups

Groups will be asked to follow a simple procedure; they may alter it if they believe they have a faster method. Groups will be given a brief training prior to cleaning. Clean ups generally take 3-4 hours to complete.

Procedure:

Round 1

1. Send 2-4 people around with buckets to collect liquids
2. Remainder of group go around with trash bags and collect trash
 - a. Make sure to check all cup holders for trash
 - b. Don't grab the brooms & dustpans until all trash is picked up. This will help you from stepping over each other.

Round 2

1. Send 4-8 people around with brooms and dustpans.
 - a. It is easiest for them to move together (i.e, each person does same 4 rows of all sections)
 - b. Stand in the row below to sweep the row above, i.e. stand in row A to sweep row B. This allows you to see more and get under the seats better.
 - c. If you move chairs to sweep under or around them, make sure to put them back in their correct place.
2. Send 1-2 people to follow brooms with mops to spot mop areas with liquid spills
3. 1 or 2 people go thru the concourse and collect all trash bags into provided trash truck and empty into compactor
4. The supervisors will provide your group with a short training session on the compactor to ensure your safety.

Best Practices:

- Start in one section and move around bowl; don't go around haphazardly. This will help you know where you have been and also will make it easier for the Schottenstein staff member to check your area thus getting you out the door quicker.
- If you have a large group, split in 2 and go separate ways starting at one end of the arena and meet on the other.
- Have 1 or 2 people in charge of the group to keep tabs on where you have been and what still needs to be done.
- Have a leader bring a pen & paper to write down areas that need to be spot mopped
- Collect all items found (jackets, glasses, purses/wallets, etc.) and give them to the Schottenstein Staff member on duty