

# JEROME SCHOTTENSTEIN CENTER SWEEPING GROUP BEST PRACTICES AND PROCEDURES

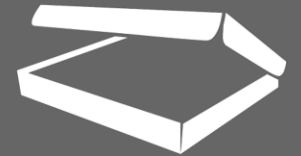
## RECYCLING

PAPERS  
COFFEE SLEEVES  
PLASTIC BOTTLES  
CANS  
GLASS



## LANDFILL

ALL CUPS  
WRAPPERS  
NACHO TRAYS  
PAPER TRAYS  
PIZZA BOXES



### PROCEDURE

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 and begin directly after the event.

### ROUND ONE

1. Send 2 to 4 people around the arena with buckets to collect liquids.
2. Send the remainder of your group around with black bags to collect trash and clear bags to collect recycling.
3. Send 1 to 2 people to go through and collect all trash and recycling bags and empty them into the compactors.

### ROUND TWO

1. Send 4 to 8 people around the arena with brooms and dustpans. It is easiest for them to move together. (i.e. each person sweeps the same 4 rows of every section.)
2. Send the remainder of your group to follow the brooms with mops for spot mopping of spills.

# JEROME SCHOTTENSTEIN CENTER SWEEPING GROUP

## BEST PRACTICES AND PROCEDURES

### BEST PRACTICES

- 1** Start in one section of the arena and move around the bowl; don't go around haphazardly. This will help you know where you have been, and it will make it easier for the Schottenstein staff member to check your area, thus getting you out of the door quicker.
- 2** If you have a large group, split in 2 and go separate ways around the bowl, starting at one end of the arena and meeting on the other.
- 3** 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.
- 4** Have a leader bring a pen and paper to write down what areas need to be spot mopped.
- 5** Collect all items found (jackets, glasses, purses, wallets, etc.), and give them to the staff member on duty.
- 6** If you are unsure if an item is recyclable or not, remember "when in doubt, throw it out." It is worse to contaminate the recycling stream with trash than it is to throw away a recyclable item because it could result in the entire recycling shipment being sent to the landfill.