

SHINE THE SHOE CLEAN UP RESPONSIBILITY
2012 - 2013

1. Meet in the lower north east end of the Fifth Third Arena; enter the glass door, let the usher at the door know the name of your group. You may arrive as early as **20 minutes before the game ends and as late as immediately after the game.**
GAMES ARE 2 HOURS FROM THE START.
2. Make sure you get the sign in sheet from Linda Neal or Yvette McCoy, have your group sign their names, date and the group that they are with.
3. Get the supplies that are need: bags, brooms, shovels and buckets. **(You must bring your on gloves)**
4. Make the decision of who will be in charge of taking care of the trash runs. (This person will pick up all trash and take to the dumpster and compact all trash until all the trash is gone)
5. Assign your people to all 42 sections in the arena(send at least one person to each area first and if you have extra people place them in your worst areas etc east side seats upper and lower and the students section are always the worst.
6. Empty all liquids in the buckets first, pick up all big items and place in the bags. Sweep all trash to the center of each aisle; make sure you sweep up all the peanut shells. Use your shovel to pick up all trash in each aisle, place it inside the bag and when the bag is full tie the bag and drop down the trash shut if you are in the mass seating and place on the floor in front of the seats if you are in the lower section.
7. At this time there should not be any trash or peanuts on the floor. You are ready to mop the floor, all mop buckets and mops will be located in the south east corner of the arena near the media room. Please mop every aisle and make sure your mop is wet when you are doing each aisle.
8. When you have completed sweeping please return your broom, shovels, buckets and left over bags back to the south west corner of the arena where you first got them.
9. All mop buckets and mops should be returned to the south east mop bucket closets near where you pick them up. Empty all mop buckets into the sinks and place the dirty mop head in the galvanized garbage can out side of the room.
10. The buckets that you filled with the liquids should be emptied and rinsed out into the sink on the loading dock or in the room where you got the mop buckets on the south east end of the arena
11. Each section will be inspected by Linda or Yvette. All of the above items must be done before you can be checked out.
12. Before you leave please make sure you sign your invoice and check out with Linda or Yvette.