

## **CHAPTER TURNOVER PROCEDURE**

### 1. Cleaning the Chapter Room

#### ☐ a. Main Room

- ☐ i. Vacuum thoroughly.
- ☐ ii. Dust thoroughly.
- ☐ iii. Tables cleaned / chairs put away.
- ☐ iv. Printer / copy machine should be well stocked with paper and ink supplies.

#### ☐ b. Kitchen

- ☐ i. Empty and clean out the fridge.
- ☐ ii. Clean up the kitchen.
- ☐ iii. Vacuum / clean floor.
- ☐ iv. Put miscellaneous food / items in their place.
- ☐ v. Empty the garbage and replace with a new empty bag.

#### ☐ c. Bathroom

- ☐ i. Cleaned thoroughly (i.e. toilet, floor, sink, etc.).
- ☐ ii. Well stocked (i.e. toilet paper and cleaning supplies).

#### ☐ d. Office

- ☐ i. Vacuum thoroughly.
- ☐ ii. Put miscellaneous papers and items in their place.

### 2. Parking Lot

- ☐ a. Remove all garbage or debris from lot.
- ☐ b. Empty garbage near back door and clean it out if applicable.
- ☐ c. Empty dumpster.
- ☐ d. Shed must be in proper order.
- ☐ e. Shovel snow / rake leaves (depending on the season).

### 3. House

#### ☐ a. Exterior

- ☐ i. Trim lawn / bushes (depending on the season).
- ☐ ii. Remove various debris around the house.

#### ☐ b. Interior

- ☐ i. Clean up various garbage around hallways.
- ☐ ii. Vacuum halls and stairways.
- ☐ iii. Clean up laundry room and empty garbage.