



RALPH ENGELSTAD™ ARENA

Cleaning Requirements, Expectations, Tips & Rules

Requirements:

- All crews will report 20 minutes prior to the time posted for cleaning.
- All groups will have one identified group leader.
- No crew will be allowed to leave until a member of the custodial staff checks the cleaning and finds it acceptable. If the job is not correctly done you will be asked to go back and redo the areas that need better cleaning.
- All found items are to be given to the group leader who will give them to a Ralph Engelstad Arena staff member.
- Crews will enter the Ralph Engelstad Arena through the Front entrance and wait by the TVs in the lobby.
- Crews will enter the Betty Engelstad Sioux Center through the front doors and will wait in the lobby.

Cleaning:

- Pick all trash from arena chairs and floors including the cup holders, behind seat backs and behind the top row of the arena.
- Sweep and mop all aisles and stairs.
- Clean all seats that have spills on them.
- Remove all trash from the arena and put in the compactor.
- Under federal law, operators of the trash compactor must be over 18 years of age.
- Cleaning time for the Ralph Engelstad Arena should be no more than four hours maximum to receive full payment.
- All supplies are to be returned to their original location, cleaned out and put away.

Supplies provided by Ralph Engelstad Arena, Inc. include the following:

- Brooms
- Trash Bags
- Gloves
- Mops
- Mop Buckets
- Tipsters (Garbage carts)
- Trash Compactor
- Dust Pans

Helpful tips:

- All crew members should report on time, they should not wait until the end of the game. This will allow you to get started on time so you will be able to finish earlier.
- Remember games are subject to overtime which will move the cleaning start time.
- Work in three or four person teams. Two people start picking a section from top to bottom; the third person then starts to sweep behind the two people picking. The fourth person, or one of the pickers, can then start mopping. This will keep your group from skipping any section or row and move your group along without bunching up.
- Use **TWO** bags when picking the garbage. This keeps the liquids contained if you get a hole in one bag.
- Sweep the aisle to the stairways and pick up debris on stairs.
- Always work top to bottom. It keeps your group from skipping any rows.
- One team member should start hauling trash out to the compactor right away. It will keep the garbage from piling up and slowing you down at the end.
- The group leader should do a walk through, finding areas that need more work before finding the Ralph custodial staff to check.
- Pick, sweep and mop the row above the one you are standing on. This will keep your team members from missing stuff and save your back.
- Group leaders share this information with each member of your group. So everyone knows what to expect.
- Cleaning requires moderate to strenuous activity and a lifting capability of 20lbs. or more.
- Group leaders should try to make it fun for your group members. Some groups have races to see who can clean a section the fastest and win a prize. Of course, they still have to do a good job.