

**ARENA-ARCHERY LOBBY CARETAKER  
CLEANING TO BE DONE DAILY**

**Either at the end of the day, or BEFORE the arena is open for the day.**

1. Sweep stands, mop or wipe down as necessary.
2. Clean Plexiglas.
3. Sweep and mop entire Arena lobby + Archery lobby (including entrance to Arena Lobby), move benches and tables to sweep and mop underneath. Empty all lobby garbage cans.
4. Clean lobby windows, wash any spills on window sills and walls.
5. Wipe down benches, remove garbage.
6. Clean and disinfect all bathrooms in building, empty all garbage cans. Check and fill toilet paper, paper towel and soap dispensers if necessary
7. Sweep and mop all dressing rooms and hallway. Clean and disinfect all showers, sinks, and bathrooms. Empty all garbage cans.
8. Pour one gallon of plain water down each drain in each dressing room DAILY.
9. Shovel any snow away from entrance of Arena + Archery Door entrance.

Please note all above cleaning needs to be completed prior to end of contract.

**TO BE CHECKED PERIODICALLY DURING THE DAY  
(HOURLY DURING TOURNAMENTS)**

1. Check stands, lobby, entrance, bathrooms and hallway for garbage.
2. Mop or wipe up any spills.
3. Empty garbage cans.
4. Check bathrooms and clean as necessary.
5. Dressing rooms are to be checked and cleaned after each practice or game.