

Men's Fraternity Lodges
Weekly Inspection Checklist
Inspections every Monday 3:00-3:30 PM

Outside Area including Decks/Patios/Porches:

- ☐ Electrical malfunctions identified
- ☐ Water leaks identified
- ☐ Trash disposed of
- ☐ Sweeping of leaves and tree debris
- ☐ Proper storage of all outside furniture/equipment
- ☐ Remove and dispose of all trash on and/or under deck/patio
- ☐ Secure Propane tanks with locked chains (cannot be stored inside)
- ☐ Remove all paint cans from the premises
- ☐ Sweeping of all cobwebs and debris

Inside of Lodges:

General:

- ☐ Baseboards clean from grit and accumulated dirt
- ☐ Walls cleaned of splattered dirt/food/drinks
- ☐ Mops are placed on outside patio under overhang to dry
- ☐ Mop buckets are emptied and placed outside
- ☐ Correct use of extension cords
- ☐ Proper installation and full fire extinguisher
- ☐ Nothing blocking fire exits

Kitchen:

- ☐ Sinks are cleaned
- ☐ Refrigerator and freezer are cleaned
- ☐ All products are stored correctly in the refrigerator/freezer
- ☐ Utensils are cleaned
- ☐ All cupboard doors are closing correctly
- ☐ All cupboards are clean and organized

Bathrooms

- ☐ All sinks are cleaned
- ☐ All mirrors are cleaned
- ☐ All toilets and urinals cleaned
- ☐ Toilet paper installed
- ☐ Paper towels replaced
- ☐ Floor cleaned in front of and behind toilet
- ☐ Trash can present

Storage Closet's & Ritual Rooms:

- ☐ Clean and organized
- ☐ Free from excess garbage/debris

General Items:

- ☐ Lodge is free from offensive, demeaning, or abusive items, language, or materials