

Sorority Cottages
Weekly Inspection Checklist
Inspections every Monday 3:30-4:00 PM

Inside of Cottages:

General:

- Baseboards clean from grit and accumulated dirt
- Walls cleaned of splattered dirt/food/drinks
- 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 cupboards are clean and organized

Bathrooms

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

Storage Closet's & Ritual Rooms:

- Clean and organized
- Nothing blocking the electrical panel
- Free from excess garbage/debris

General Items:

- All excess trash is taken to the dumpster in the parking lot adjacent to the cottages
- Cottage is free from offensive, demeaning, or abusive items, language, or materials