

COMMUNITY CLEAN SWEEP WEEK

FIRST WEEK OF EACH MONTH

TAKE PRIDE IN WHERE YOU LIVE!

Pitch in for this event, a garrison-wide initiative to beautify our housing areas.

Contact your residential leaders for more information.

Community Check List

- Stairwells
 - Clean walls of all marks, tape, staples, and tacks, etc.
 - Clean doors and windows of all marks, tape, staples, tacks, etc.
 - Sweep & mop
 - Ensure bulletin boards are to standard and updated to keep residents informed of upcoming community events (i.e. monthly Community Clean Sweep Week and Service Saturdays)
 - Inspect fire extinguishers for serviceability (turn in to bldg. 74 on Conn Barracks for service)
- Basements/Laundry Area
 - Clean walls of all marks, tape, staples, and tacks
 - Remove lint from lint raps in dryers
 - Sweep & mop
 - Organize common storage areas/bike rooms
 - Ensure government furniture is not being stored
- Grounds (sports fields, gazebo's, front and back of buildings)
 - Clean up debris
 - Properly store grills behind building and bicycles in racks
 - Label all bicycles, grills, and other property that is stored outside the building with the last name, building number, and apartment number
 - Mow grass (if not under contract)
 - Ensure that trash areas are clean and that no trash (i.e., bags of trash, items left from PCSing residents, etc.) is outside of trash cans
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 - Clean oil and other POL stains with dry sweep. Dispose of used dry sweep properly in a motor pool dry sweep container or at the Hazardous Waste site on Conn (DSN 353-8918)
 - Report incorrect Stairwell Leader signs to the Housing NCOIC
- Submit service orders for all non-Self Help issues (examples include: broken glass, leaky faucets, defective door/window fixtures, etc.). Submit service orders online at <http://www.schweinfurt.army.mil/directorates/dpw/workorderform.htm>



TEAM SCHWEINFURT.COM

news. services. recreation.

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Residential Leaders Checklist



- Regular attendance at scheduled Residential Leader meetings
- Ensure cleaning schedule is published and managed (includes all occupied residencies)
- Citations issued (if applicable)
- Introduce yourself to new residents within 3 days of move-in and follow up within 1 week
- Know your fellow residential leaders and act as a team. Be prepared to act in their absence.

COMMUNITY CLEAN SWEEP WEEK DUTIES

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 - Ensure bulletin boards are to standard and updated to keep residents informed of upcoming community events (i.e. monthly Community Clean Sweep Week and Service Saturday's)
 - Inspect fire extinguishers for serviceability (turn in to Building 74 on Conn Barracks for service)
- Basements/Laundry Area
 - Clean walls of all marks, tape, staples, and tacks
 - Remove lint from lint traps in dryers
 - Sweep & Mop
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Inspection Date:

Name: _____ Rank: _____

Position/Bldg: _____

Signature: _____

***Note:** Your signature constitutes that the above listed tasks have been completed to standard. An announced or unannounced inspection may be performed to ensure compliance IAW applicable regulations and policies