

**NATIVE AMERICAN HOUSE  
CLEAN-UP REQUIREMENTS CHECKLIST 2023-2024**

**ON ARRIVAL**

Document unsuitable or usual conditions you find upon arrival and note those conditions here:

**BEFORE YOU LEAVE: Complete the following tasks and enter a check mark upon completion.**

1. Return the room (i.e., first and second-floor spaces) to its default configuration.
2. Remove trash from the facility and dispose of it in the dumpster behind NAH. Replace trash can liners.
3. Clean and disinfect surfaces, including conference tables, kitchenette countertops, and sink refrigerator, and microwave.
4. Wash and put away all dishes and utensils and store any small appliances.
5. Remove food particles from the kitchenette sink.
6. Sweep the floor (1st floor).
7. Close and lock all windows; turn off lights.
8. Lock doors for which you have been issued keys.
9. After hours, ensure outside doors are fully locked by pulling on doorknobs.

**If you cannot secure the building, call Campus Police at (217) 333-1216.**

**BY NOON TOMORROW/MONDAY**

Return this signed form and key to NAH.

Event Organizer: \_\_\_\_\_ Event Attendance: \_\_\_\_\_  
(Print First and Last Name)

Signature \_\_\_\_\_ Date \_\_\_\_\_