**The Great Cleanup Script**

1. Introduction (Music)
2. “What is the Great Cleanup” Slide
   1. “The Great Cleanup is a campus wide venture to improve: safety, reduce waste, re-purpose items, and make more space available.”
3. Risks Associated Slide
   1. “The risks associated with our current structure are:
      1. Potential hazardous waste
      2. Against Fire Code
      3. Potential for workers compensation claims
      4. Promoting pest infestation
      5. And potential for mold, mildew, and allergens”
4. Pictures Slide
   1. “The following slides will show you why we need to do this project”
5. Game Plan: 3 Step Process Slide
   1. “In order to make this happen, we need a plan.”
   2. “Step one, is to give the departments a week to clean out their areas. This would give departments a chance to dispose of materials, including hazardous materials, without being charged.”
   3. “Step two, is to sort the materials into different categories”
   4. “And step three, is to have a date for a large trash pick-up.”
6. Step 2 Process Slide
   1. “We plan to execute this project by doing the following: “
   2. “We plan to sort the items at Facilities Planning and Management.”
   3. “Student workers will help sort the items into their designated locations.”
7. Contact/Questions/Large Items Slide
   1. “If you need help getting rid of a large item, please contact us beforehand. You can contact Yvette Areas, or Facilities Planning and Management.”
   2. “And with any additional questions, contact Yvette.”
8. The Great Cleanup Dates Slide
   1. “The dates for the Cleanup are: August 19 through the 23rd, with the trash pickup being that last day, on the 23rd.”
9. Drop-off Slide
   1. “If you have materials that you would like cleared out of your area, they will need to be brought to Facilities Planning and Management.”
   2. “And if there is chemical or hazardous waste please have that material to Facilities by Thursday, August 22, before noon.”
10. Office Supplies “Shop” Slide
    1. “After the materials are sorted, any office supplies that can be reused will be consolidated at Facilities. It will be made available to all departments at no cost.”
11. “Coming Soon”: Virtual Swap Shop Slide
    1. “After the Great Cleanup we plan to create a digital platform for UW-Whitewater departments to exchange their surplus items.”
12. Ending Slide
    1. “Let’s make are campus a safer place for everyone! Have a great day!”