

Meeting Room Cleaning Checklist

- Remove any decorations
- Clear all counters
- Make sure nothing is left in the refrigerator
- Wipe down counters in kitchen
- Wipe down Tables and Chairs (clear of any substance)
 - Chairs fit on rolling cart when all facing the same way
- Break down all tables place on storage cart
- All folding chairs placed on rolling cart and all fabric chairs stacked on dollies
- Sweep floors
- Restrooms clear
- Remove all garbage in kitchen and restrooms & dispose in receptacles in rear of the building
- Turn off all lights and Fans