CONFERENCE ROOM CLEAN-UP CHECKLIST

Please help us keep our space looking beautiful for years to come by leaving it as (or better than) you found it!

☐ Remove all outside items
☐ Wipe down all tables (sanitizing wipes may be found in the storage closet for Cascadia & in the cupboard under the window for Denali)
☐ Take all coffee cups and water glasses to catering kitchen and place dirty ones in dishwashers and clean ones back in the cupboards (use cart)
☐ Return, empty, and rinse coffee pots in the catering kitchen
☐ Return, empty, and place water pitchers in dishwasher in the catering kitchen
☐ Clean off white board if used
☐ Return tables and chairs to positions they were in when you arrived
☐ Brush and lint roll chairs if there are crumbs or food items
☐ Vacuum the floor when needed
☐ Ensure all garbage is placed in garbage receptacles
☐ Please notify us right away of spills on carpet or chairs that need extra attention
☐ Lock the balcony doors

Organization:______________________________________________________________

Date:__________ Room:______________________________________________________

I agree all the items above have been completed and checked with a Murdock employee.

Signature:______________________________

MJM Employee Signature:______________________________