



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: _____