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
☐ Sanitize all tables, door handles, chair armrests, & any common surface areas
   (sanitizing wipes may be found in the storage closet for Cascadia & in the cupboard under the window for Denali, extras in catering kitchen)
☐ Take coffee cups and water glasses to catering kitchen and place ALL cups in dishwashers (use cart)
☐ Return, empty, and rinse coffee pots in the catering kitchen, leave to dry on mat
☐ Return, empty, and place beverage buckets on the counter 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 (silicone lint brush is located in the Cascadia closet)
☐ Vacuum the floor when needed
☐ Ensure all garbage and recycling is placed in garbage recycling receptacles. Overflow garbage and recycling can be bagged and left next to the garbage in the catering kitchen.
☐ Please notify us right away of spills on carpet or chairs that need extra attention
☐ Lock the balcony doors
☐ Return key fob

Organization:__________________________________________

Date:______________  Room:________________________________

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

Signature:________________________

MJM Employee Signature:__________________________________