



## CONFERENCE ROOM CLEAN-UP CHECKLIST

*Thank you for using our conference room! Please complete this checklist to leave the space as you found it for the next group.*

### **Return the following to the catering kitchen:**

*Please use the utility cart located in the catering kitchen to transport items*

- Coffee cups (place in dishwasher)
- Water glasses (place in dishwasher)
- Pitchers (place in dishwasher)
- Coffee pots (empty, rinse, and leave to dry on mat)
- Hot water kettle (empty, rinse, and leave to dry on mat)
- Beverage buckets (empty, rinse, and leave to dry on mat)
- Any other items used from the catering kitchen (sweetener, tea bags, stir sticks, etc.)

### **Clean and reset the conference room:**

- Remove all items that were brought in
- Sanitize all tables, door handles, chair armrests, and any common surface areas  
*(Sanitizing wipes are located on the back tables, extras in catering kitchen)*
- Erase whiteboard completely if used
- Return tables and chairs to positions they were in when you arrived
- Remove crumbs and debris from chairs; vacuum floor if needed  
*(Silicone lint brush and vacuum cleaner are available in Cascadia closet)*
- Place all trash and recycling into designated 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
- Return key fob (if borrowed)

Organization: \_\_\_\_\_

Date: \_\_\_\_\_ Room: \_\_\_\_\_

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

Signature: \_\_\_\_\_

MJM Employee Signature: \_\_\_\_\_