



## 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: \_\_\_\_\_