



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)
- ☐ Empty 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: _____