



Room Clean-Up Checklist

Please follow the checklist below for cleaning the room after the event. This checklist must be completed, signed, and returned to mailbox #619 BEFORE leaving the building.

In an effort to be better stewards of the building that God has provided for us, please complete the following:

- ___ Clean room of trash on floors. (Room should be in the same condition as found.)
- ___ Clean counters, coffee makers, etc. (Carafes: rinse twice and store upside down in kitchen sink, Igloo's rinse twice then invert to drain, in kitchen sink.)
- ___ Tables stacked against wall.
- ___ Set up room according to the room layout (see room layout on wall).
- ___ Remove all food and garbage from the room and floors, vacuum and mop as necessary. (A vacuum can be located in the shipping/receiving area. All trash goes in shipping/receiving area.)
- ___ Dishes, serving bowls and other items washed and put back in original place.
- ___ Turn off all fans, coffee makers, and other equipment.
- ___ Turn off all lights.

Signature: _____

Room #(s): _____ Date: _____ Time: _____

Condition of room before event began: _____
