



## Community Meeting Room Checklist

(Please bring to your event)

- Remove all fliers, handouts, and personal items from the facility. This includes food and drinks.
- Wipe down tables and chairs.
- Return tables and chairs to classroom-style setup.
- Remove trash and place it in the dumpster near the parking lot. Please ensure the dumpster's lid is securely shut.
- Place all recyclable bottles and cans in the recycling containers provided.
- If the coffee maker was used, please clean the coffee pots and filter. Do not move the coffee machine from its designated area.
- Roll projector screen back in place, using the switch on the wall near the thermostat.
- Remove all signs before leaving, including any signs along the parking lots.
- Pick up trash around the exterior of the Community Meeting Room, including the patio and bench areas.
- Clean the floors and wipe down the sinks, microwave, countertops and cabinets.
- Turn off all lights and air conditioner/heater thermostat timers.