

## Meeting Room Checklist

\_\_\_\_\_ Server Kitchen    \_\_\_\_\_ Meeting Room

**The group that has reserved the facilities is responsible for completing this checklist**

- \_\_\_\_\_ All kitchen equipment that is used is turned off and cleaned.
- \_\_\_\_\_ Any food that is brought must be removed from the property.
- \_\_\_\_\_ All counter space and tables should be wiped down with a cleaner.
- \_\_\_\_\_ **If serving refreshments, please roll trash outside in the trash container (to prevent leaks) and place in the dumpster located in the rear of the building, then return the trash container.**
- \_\_\_\_\_ Tables and chairs are returned to their original position.
- \_\_\_\_\_ Audio visual equipment is turned off.
- \_\_\_\_\_ All meeting room lights have been turned off.
- \_\_\_\_\_ All exterior doors should be in the locked position.
- \_\_\_\_\_ The card key (if used) must be returned by 11 am the next business day.
- \_\_\_\_\_ All personal items have been removed.
- \_\_\_\_\_ No building property has been removed.
- \_\_\_\_\_ If using the building after hours, please check bathrooms before leaving the building to make sure no water is left running and bathrooms are left in a sanitary condition.