

# CHECK-OUT CHECKLIST

Return completed checklist to the **Meeting Coordinator** as you check out.

ORGANIZATION

RESPONSIBLE PERSON

- Wipe off all tables, including display tables and registration tables. **(Use spray cleaning solution under kitchen sink and white towels on cart.)**
- Vacuum carpet in meeting room, including under skirted tables.
- Check for belongings under skirted tables.
- Straighten chairs and push under tables.
- Remove trash and replace liners in all trash receptacles. Put the black liners in the small receptacles and the clear liners in the tall receptacles. **Patrons in Oak Corner, please also remove trash in restrooms.**
- Put trash in Janitorial Closet near kitchen
- Rinse and dry coffee decanters, urns and thermals
- Rinse out coffee baskets in coffee machine.
- Rinse and dry water pitchers.
- Wipe off kitchen counters after use.
- Wipe off beverage cart.
- Place all pitchers and decanters back on cart.
- Check oven, microwave, and refrigerator for containers.
- Provide Meeting Coordinator with a count of total meeting attendees.
- Check out with Meeting Coordinator

**Your cooperation in maintaining this space ensures a beautiful and professional environment for all groups, including your own.**

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