

## K-2. Meeting Rooms Check List

Date: \_\_\_\_\_

In order for the Foundation to provide the meeting rooms free of charge to area non-profit agencies, users are required to leave the room(s) in excellent condition. A carpet sweeper is provided in the closets. Tables need to be washed with the spray cleaner provided under the sink and then wiped dry. Any spills on the rug should be cleaned up immediately. All trash should be placed in the provided receptacle. Where applicable, counter tops, cupboard doors and sink basins need to be cleaned and dried. White boards must be completely erased. Tables must be returned to the original room configuration and chairs must be brushed off and placed back into position under the tables. Extra chairs (without arms) taken from closets must be replaced upon the accompanying dolly and returned to the closet. Please turn off the lights and, if applicable, close and lock all the windows before exiting. Please complete and sign this Checklist and return form to the Facility Manager's office at the end of your scheduled time. Your cooperation is greatly appreciated..

Group or Organization Name: \_\_\_\_\_  
(Please Print)

Contact Person's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(Please Print)

Room Used: \_\_\_\_\_

<b>TASK</b>	<b>Completed</b>
<b>Rugs</b> - swept	
<b>Tables</b> - cleaned & dried	
<b>Chairs</b> -brushed & replaced under table	
<b>Counters/Sinks</b> - washed & dried	
<b>Cupboard Doors</b> - wiped as necessary	
<b>Whiteboards</b> - erased	
<b>Extra Chairs</b> - placed back on dolly & returned to closet	
<b>Windows</b> - closed & locked	
<b>Tables &amp; Chairs</b> - returned to original room configuration	

Contact Person's Signature: \_\_\_\_\_

Concerns or Suggestions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Person's Signature: \_\_\_\_\_