Pre-Meeting Conference Room Checklist

I verify that the following statements are true:

I have all items needed for my meeting (If applicable), including:

☐ copies

☐ food

☐ dishes,

☐ paper products

☐ writing utensils

☐ My presentation/video is on a flash drive

Scheduler/ on-site contact signature: _____ Date: _____

Front Desk signature: _____ Date: _____

Post-Meeting Conference Room Checklist

- ☐ I verify that the following statements are true:
- ☐ Tables and chairs are returned to original arrangement (classroom style for Room 309 and open-square for other rooms).
- ☐ All food, food containers, and condiments are removed from conference rooms, kitchen, and refrigerator.
- ☐ Notes on white boards are erased and used paper is removed from easels.
- ☐ Any spills on tabletops, counter tops, and floors are cleaned up.
- ☐ All trash is placed in cans provided in conference room or kitchen. Large amounts of trash, i.e., pizza boxes, food containers, overflowing cans, etc., are removed to the dumpster at the rear of the MHRSB parking lot.
- ☐ Cleaning supplies (portable sweeper, paper towels, and cleaning spray) are used as needed; they are available in the 3rd floor kitchen under the sink.
- ☐ All provided supplies, i.e., easels, markers, other equipment, etc., are left in the room.
- ☐ All lights and electrical equipment are turned off.

Scheduler/ on-site contact signature: _____ Date: _____

Front Desk signature: _____ Date: _____