

12-22 North Event Space Cleanup Checklist

Use cleaner to disinfect all hard surfaces

Spray all chairs

Empty recycling bins

- Separate and keep cans

Empty garage (\$25 fee for non-waste free events)

Put any personal items left in Lost & Found box behind reception desk

Vacuum

- Conference Room
- Front Runner
- Any rooms used

Make sure bathroom is orderly

Use carpet cleaner where needed