

## Community Conference Center Cleaning Checklist

- Put all trash, recyclables and compost in designated containers
- Remove all food and catering supplies
- Wipe down table tops with cleaning supplies provided in A/V cabinet**
- Turn off all equipment and return it to the AV storage cabinet
- Turn off all lights
- Make sure that the exterior doors are closed and locked using the “hex” key hanging from the door.**
- Please do not leave until all your guests have left
- Arrange tables and chairs in the configuration below  
(6 long tables and 2 short with 16 chairs):

