

After Meeting Clean-up Checklist

Meeting Room ready for next group

- Chairs pushed in, furniture back where it belongs if moved
- Trash picked up (look on the floor too)
- Tables are wiped (cleaner is in the café by the sink) *
- Chairperson desk neat
- Literature put back if used
- Spot sweep and mop the floor as needed *
- Lights and fans off

Café

- Coffee pots off and cleaned
- Basket emptied and cleaned
- Dishes washed and put away
- Coffee supplies restocked (supplies behind the bar)
- All food put in fridge or trash
- Counter wiped clean (cleaner is in the café by the sink)
- Spot sweep and mop the floor as needed *
- Trash empty if needed (bags in the cafe)
- Lights off

Restrooms

- Trash empty if needed (stomp down first, extra bags in cafe)
- Paper products stocked if out (in middle cabinet back of sofa room, key on the door. Put key back)

Building

- All guests and group members out (only current Club Supporters can stay in the building)
- All lights and fans off
- Both doors locked

*Broom & mop are next to the fridge in the café, Clean rags and all-purpose cleaner are under the sink.