

McConnell Programming

Cleanup Checklist

Mac Café

- 1.** All furniture is returned and in position designated by map near light switches
- 2.** Floors are Clean
 - a.** Stage swept (mopped if needed)
 - b.** Wood Floor area by doors swept (mopped if needed)
 - c.** Carpet swept or vacuumed
- 3.** Butcher Paper signs and Decoration is removed and recycled in main Recycle Dumpster
- 4.** All tape is removed from walls, ceilings, and light fixtures
- 5.** Trash is removed, new trash liner replaced
- 6.** Media Room items returned and neatly arranged back in its place
- 7.** Wipe all surfaces (tables and chairs)

SAC & Conference Room

- 1.** SAC Floors are swept and mopped if needed
- 2.** Any staging area in SAC or Conference room is returned to normal usage
- 3.** Tables and chairs in Conference Room is returned to normal usage
- 4.** Trash is removed to outside dumpsters
- 5.** All other common space items returned to original position
 - a.** Kitchenette items returned and cleaned
 - b.** Borrowed tables and chairs returned in original location and condition
 - Wipe surfaces clean