

## **Baker Free Library Meeting Room Clean Up Checklist**

### **Revised 12/7/2017**

Per the Meeting Room Agreement signed by your group representative, clean up immediately after meeting room use is required. Clean up includes, but is not limited to:

- Re-setting tables and chairs where they were originally located
- Wiping down the counters (Upstairs meeting room and Café Area in Lower Level)
- Wiping down any tables used
- Checking rest rooms for use/abuse
- Emptying trash cans – All trash is carry in/carry out
- Sweeping/vacuuming the Lower Level Café and MCSB Room floors (dry mop and vacuum located in closet by the right hand MCSB Room entrance)
- Removal of all materials brought in for the event
- Turning off all lights that are switch operated (only Lower Level has motion)
- Locking the vestibule and/or the Lower Level handicap ramp doors

Thank you for helping us to keep these spaces clean and usable for everyone in the community!