

# Civil Engineering Conference Rooms Post-Event Cleaning Checklist

Group/Event Name: \_\_\_\_\_

Event Date and Time: \_\_\_\_\_

- All tables and chairs are returned to the original positions and chairs are pushed under tables
- Table tops and chairs are clean
- Carpet is free of visible dirt, trash, spills, and stains
- Trash is confined to waste receptacles
- Kitchen area is clean including the following:
  - Counter tops are clean
  - Sink is clean
  - Refrigerator/freezer is clean
  - Floor is free of visible dirt, trash, spills, and stains.

Inspected by: \_\_\_\_\_ Date/Time: \_\_\_\_\_