

## CONFERENCE ROOM CHECKLIST

In general, have the leader of the meeting perform the following tasks after each meeting has concluded:

### 1. Turn Off Computers and Other Equipment.

It doesn't matter if you turn off equipment or put them in standby mode, it will depend on your workflow, but there should be some model for how electronic devices like conference room computers, projectors, speakers, and computer cameras are left when the room is not being used.

### 2. Clean Up Any Messes.

Meeting notes, handouts, food &, drinks, trash – whatever is lying around at the end of the meeting should be tidied up. Usually, each member of the meeting should be responsible for cleaning up after themselves. Nevertheless, if anything is left behind, it's up to the meeting's leader to make sure the room is cleaned and ready for the next meeting.

### 3. Put All Equipment Back Where It Belongs.

Every item in the conference room should have a place, including extra notepads and pens, chairs, phones and computers. Be sure all equipment is put back where they belong. Any brought in items that don't belong in the conference room, should be taken out after the meeting.

### 4. Wipe Down Surfaces with Disposable Cleaning Wipes.

Having packages of disposable cleaning wipes in the room makes it easy for people in the meeting to clean and sanitize the conference room after the meeting is over. Meeting leaders should wipe down the table, phones, keyboards, computer mouse's and other high-touched surfaces to help fight the spread of germs and viruses in the office.

### 5. Turn Off The Lights.

Once everything on the checklist has been completed, shut off the lights. The room should be clean and ready for the next scheduled meeting to take place.

### 6. Include The Conference Room In The Regular Cleaning Schedule.

The conference room in your office may or may not get much use. But, it's important to include the room on the regular cleaning schedule to keep it fully maintained and functional. Along with the steps mentioned above, the janitorial crew can vacuum, remove and replace trash bags, and clean and sanitize surfaces to keep the room always ready to use.