**Please print and bring this page with you to United Way for Greater Austin**

**Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We depend on your help to keep our Meeting Space clean and in order. Please follow the guidelines as outlined below.

Please reset any tables and chairs in the original position they were found. If you have any questions or need cleaning supplies, please contact the Operations Manager.

* Wipe down tables with a wet paper towel
* Wipe down counters with a wet paper towel
* Clean counter and sink area (if applicable)
* Throw away any food products
* Wash any used items from the kitchen
* Vacuum any carpeted areas as needed
* Remove trash and take to parking lot dumpster
* Replace the trash bag

Be sure to take all items you brought to your event. After your checklist is completed, initial this page and return to your onsite contact.