

QUARTERLY CONFERENCE ROOM CLEAN UP

	Month, Time & Name	Month, Time & Name	Month, Time & Name
Erase all information from whiteboards			
Shred all loose papers from past meetings			
Change computer password settings			
Log out of all computer applications/accounts			
Shutdown all computers			
Lock all filing cabinets			
Store all removable media			
Store all leftover notebooks, folders, etc.			
Properly dispose of any reminders/notes that may contain sensitive information			
Clear all voicemail messages (if phone with voicemail settings is used)			
Review guest log (if no log exists, implement one so you can see who reserves the room)			
Lock room when finished			