

MEETING ROOM CLEANING LOG

IT IS THE ORGANIZERS RESPONSIBILITY TO ENSURE THIS

MEETING ROOM IS DISINFECTED AFTER USE AND SIGN BELOW

After every occupancy, all surfaces and equipment that were touched or used while in the room must be wiped down with the provided disinfecting wipes. Don't forget doorknobs, light switches, chairs including where it is grasped at the back to move it, table surfaces, window latches, etc.

Sign the form to attest that the disinfecting was completed.

Date	Time	Staff/Organizer Name	Signature