**Zone 3 – Downstairs Room Task List**

*  Floors
  + Vacuum
  + Sweep
  + Mop (as needed)
*  Clean
  + Dry erase boards (except items with Do Not Erase or DNS)
  + Window Sills
  + Tables/Shelves
*  Trash
  + Consolidate (if possible)
  + Refill with new trash bags (if necessary)
  + Place in dumpster
* Report all Maintenance and/or supply needs to the Office Administrator via Maintenance and Supplies Log