**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