**Zone 2 - Fellowship Hall Task List**

* Consolidate, then take out trash and refill with empty trash bags
  + Large Yellow Cans
  + Dumpster picked up early Tuesday
* Floor
  + Sweep
  + Mop (as needed)
* Tables
  + Set according to the intended activity
  + Straighten all chairs
  + Clean
* Straighten all items behind moveable walls
* Clean and Organize Maintenance Hallway
* Report all Maintenance and/or supply needs to the Office Administrator via Maintenance and Supplies Log