**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