



# the meeting point

## Cleaning Instructions

**Thank you** for treating The Meeting Point with as much love that has been poured into the space!

We simply ask that it's left in the same way as when you arrived for your event and out of courtesy for our next guests.

If there was any damage, please report it by calling **651-252-1363** as soon as possible. The Meeting Point is not responsible for any lost / stolen items left behind after an event, but if we do find anything, we'll do our best to notify you!

We hope you enjoyed your time here and look forward to hosting you again!  
Thank you for your business!



**Cleaning supplies and garbage bags are in the labeled kitchen island cabinets.**  
**Brooms, Swiffer and Shop Vac are on the right side of the kitchen bi-fold closet.**

### Food Prep / Kitchen Area

- Sweep floors
- Wipe down counters and stainless-steel table with the microfiber cloth and counter spray
- Empty refrigerator and freezer
- Wipe down the inside of refrigerator and freezer
- Wipe the outside of the refrigerator and freezer with stainless steel spray and microfiber towel to remove fingerprints
- Empty cabinets / storage space of any belongings
- Wash coffee-maker
- Wipe the inside and outside of the microwave

### Tables / Surface Areas

- Wipe down tables
- Wipe down chair frames and cushions
- Wipe down counters
- Wipe down coffee tables

### Audio / Video

- Set TV inputs back to "Matrix" using Vizio remote (see A/V instructions if needed)
- Sign out of your Apple TV account if used
- Power off all TVs and sound
- Return the four remote controls (Vizio, Apple TV, Cable and Source Remotes) to the gray basket on the back-wall console table
- Return instructions booklet to the back-wall console table

### Floors

- Sweep floors in kitchen, bathrooms and general area
- If needed, use Shop Vac to pick up any spills
- Use wet Swiffer to clean scuff / shoe marks, mud, snow, salt marks in kitchen, bathrooms and general area

### General Area

- Turn off all lights
- Empty garbage from bathrooms and the smaller stainless-steel step can into the larger can in the kitchen
- Empty pull-out trash from kitchen island into the larger can in the kitchen
- Put in new garbage bags
- Lower the roller shades
- Ensure both doors are locked, and key is secured back in the lockbox

### Furniture

- Return tables and chairs to original position
- Return couches and chairs to original position
- Wipe up any spills from furniture
- Use Shop Vac to pick up any food/crumbs from couches / chairs