**Zone 5 – Hotbox & Downstairs Halls Task List**

* Floors/Rugs
	+ Vacuum
	+ Sweep
	+ Mop (as needed)
* Trash
	+ Consolidate (if possible)
	+ Refill with new trash bags (if necessary)
	+ Place in dumpster
* Hotbox
	+ Maintain Organization and order
	+ Empty dated resource material
	+ Clean Windows (as needed)
	+ Check and clean under rugs
* Report all Maintenance and/or supply needs to the Office Administrator via Maintenance and Supplies Log