**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