

**BREAK AREA**

- Put water in refrigerator
- Wash dishes and put them away
- Sweep tile floor
- Wipe off table
- Straighten chairs
- Get rid of any spider webs in the kitchen and outside of the kitchen door
- Vacuum under red seating
- Sweep stairs and landing
- Check air freshener to see if the canister and or batteries need to be replaced
- Put deer feed out if needed
- Make a list of food items we could use in the break area

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**ISO BOOTH**

- Sweep and mop floor
- Put away mic cables
- Put away microphone(s)
- Clean glass on door

When you come in each day take a walk around the studio and outside to make sure everything is neat and tidy.

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**LOUNGE AREA**

- Vacuum full room
- Vacuum between cushions
- Clean tv screen
- Clean table
- Dust tv stand and fireplace
- Remove spiderwebs from ceiling
- Dust ceiling fan
- Vacuum underneath red corner group to get rid of any spider webs

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**CONTROL ROOM**

- Dust everything including speakers
- Sweep and mop floor
- Clean monitor glass
- Clean desk
- Dust chandelier
- Straighten all panels on the wall
- Straighten black chairs and cow rug
- Dust back of desk thoroughly and vacuum if needed
- Vacuum under love seat and black chairs

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**RESTROOM**

- Sweep and mop floor
- Clean toilet
- Clean sink
- Clean mirror
- Straighten all shelves and familiarize yourself with where things are
- Restock hand towels and soap if needed

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**CHECK TRASH EVERYDAY AND MAKE SURE THE ENTIRE STUDIO IS PICKED UP**