



**Marietta** Area

**Narcotics Anonymous**

## 24 Hour Room Shift Checklist

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Check Coffee - Enough brewed coffee in warmers, cups, sugar, creamer

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Check Trash Cans - take out trash if full

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Sweep Floors - Spot Sweep gym floor

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Check Food - if expired throw away, enough cups, plates, utensils, check drink cooler

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Check Bathrooms - Sweep and Toilet paper

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Clean Meeting Room - Check trash, coffee (if present)

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Group Shifts - Hold meeting and deposit 7th tradition donations