



Marietta Area
Narcotics Anonymous

24 Hour Room Shift Checklist

- Check Coffee - Enough brewed coffee in warmers, cups, sugar, creamer
- Check Trash Cans - take out trash if full
- Sweep Floors - Spot Sweep gym floor
- Check Food - if expired throw away, enough cups, plates, utensils, check drink cooler
- Check Bathrooms - Sweep and Toilet paper
- Clean Meeting Room - Check trash, coffee (if present)
- Group Shifts - Hold meeting and deposit 7th tradition donations