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**Conference Room Closing Procedures**

* Return tables, chairs, window blinds, etc. to their original positions. Tables should be in an open square format and window blinds should be open.
* Shut off projector and retract screen if applicable. Shut the projector off by pressing the power button ***two times***. You will know the projector is off when the light on it goes from green to yellow.
* Put any dirty dishes in the dishwasher. If dishwasher is full, run it. Dishwasher detergent is under the kitchen sink. Empty and rinse coffee carafes if applicable.
* Clean the white board(s) if applicable. (Cleaner and paper towels are in the credenza.)
* Wipe down conference room tables and credenza if dirty. (Cleaner and paper towels are in the credenza.)
* Throw away all garbage and recycle all recyclables. There is a larger garbage can and recycling container in the kitchen if additional space is needed.

**Additional Steps if Staff has Left for the Day**

* Shut off all office lights, including conference room, kitchen and under cabinet lights.
* Make sure the conference room door is open
* Ensure that the door is locked and the “door is open” sign is removed and slipped behind the light switch cover on the inside of the office.