



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.