

The Library strives to help build a strong and sustainable local economy. For this reason, meeting rooms are available at no cost to local not-for-profit groups.

## CLEAN-UP CHECKLIST

- ✓ Wipe down the tables and chairs. Put them in the pictured arrangement.
- ✓ Put away the AV cart and turn off the auxiliary switch.
- ✓ Vacuum any debris. Spot clean the floors, including the hallway.
- ✓ Take your garbage and recycling out and replace the liner. The outside garbage cans are located out the hallway exit to the south.
- ✓ Turn off the lights in the room and hallway.
- ✓ Lock the exterior door and remember to turn off the ADA switch.
- ✓ If you borrowed keys and a clipboard, put them in the outside drop box located to the left of the main entrance.
- ✓ Restrooms  
Wipe down the sink and flush the toilets.

THE ROOM NEEDS TO LOOK LIKE THIS BEFORE YOU LEAVE

8 TABLES

16 GREEN CHAIRS

