

## Checkout list for Users of UCLCC Facilities

*Event Name, Date*

### CONFERENCE ROOMS:

- All tables and chairs placed per room layout diagram. Ask for help if unsure.
  - Tables aligned in a straight line.
  - Tables with privacy screen in front row.
  - Ensure table orientation is correct.
  - All chairs pushed in at same distance to table.
- Chargers placed back on charging cart with lights illuminated to ensure proper contact
- for charging.
- Any borrowed equipment cleaned and placed back in original location.
- Blinds rolled to open position and uniform across windows.
- All personal items removed.
- Remove all debris from room and place in trash.

### OFFICES:

- All furniture and table items left in an orderly fashion – chairs pushed in.
- White boards cleaned.
- Any borrowed equipment cleaned and placed back in original location.
- All personal items removed.
- Remove all debris from room and place in trash.

### KITCHENS:

- Remove all food from refrigerator.
- Place dirty mugs in sink.

### COURTYARD:

- All tables and chairs to be returned to original position. Ask for help if unsure.
- Remove all debris from tables and place in trash.
- All umbrellas closed and tied.

### GENERAL:

- All interior and exterior doors closed.
- Remove user provided signage.
- Report ANY damage inside and out (spills, scraps, tears, breakage, etc.)