Room Check-out List

After Your Event:

By reserving this room, you are accepting responsibility for restoring the space to usable condition for the next group of users. Failure to do so may result in a financial assessment against your own group for any damages and/or clean-up. Please follow all guidelines to avoid charges and ensure that the room is ready for the next group.

1. **Remove All Trash:**
   - Pick up all trash and take it out to the dumpster (see map below).
   - Replace trash bags with clean ones from the cabinet under the counter near the door.
2. **Wipe All Counters and Tables:**
   - Use paper towels and spray cleaner provided to wipe all counters and tables where food or beverages were served.
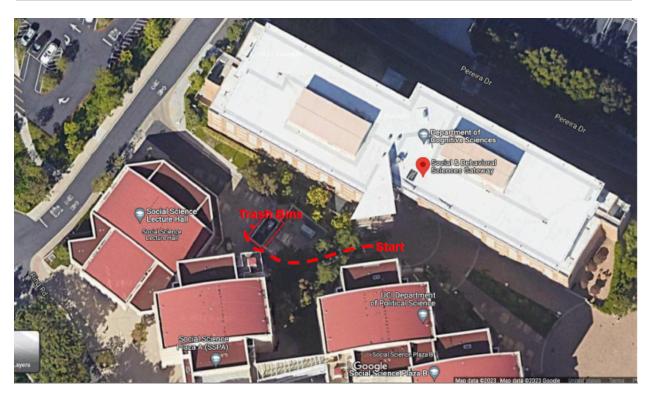3. **Reset Furniture:**
   - Reset the room to its original position (see picture for reference).
4. **Turn Off Electronics:**
   - Turn off the monitors, projector, and AV system.
   - Put the projector screen back up
5. **Erase the whiteboard.**
6. **Turn off all lights.**
7. **Lock all doors.**
8. **Return Keys** (if applicable) to the front desk at SBSG 5900: M-F 8am-12pm and 1pm-4:30pm OR in the lockbox outside of SBSG 5900.

If you notice any problems with the room when you arrive, please contact Adam Aljundi via email at aalabssi@uci.edu or 949-824-2766.

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To get to the trash bins start near the bottom of the SBSG staircase outside, look for the path.

Follow the path until you get to large white trash enclosure doors, you will need to open the door to enter and throw out your trash. Be sure to close the doors when done.