

Maker Space Clean-up

Checklist

- Tables & chairs wiped clean and put in original position
- Library's AV equipment turned off and returned
- All areas, including refrigerator, cleared of group's items
- Serving pieces cleaned and returned to proper place
- Microwave, coffeemaker, oven, refrigerator, dishwasher clean and turned off
- Kitchen and bathroom sinks rinsed out and dry
- Counters wiped clean
- Floors spot cleaned, including restroom and entrance/exit hallway
- Restroom toilets flushed
- Garbage tied up and placed in outside trash cans, garbage liner replaced
Trash cans are located out the hallway exit to the south
- Lights turned off
- Secure the building
- If you borrowed library fob, returned in outside book drop



Furniture arrangement

Failure to comply with Somerset Public Library's Meeting Room policy will result in termination of the violator's meeting room privileges.

Maker Space Clean-up