

Meeting Room Clean-up



Checklist

- Tables & chairs wiped clean and put in original position
- Library's AV equipment turned off and returned
- Bathroom sinks rinsed out and dry
- Floors spot cleaned, including restroom and entrance/exit hallway
Vacuum and broom located at hallway drinking fountain.
- 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 keys or a fob, return in outside book drop at the main entrance.

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