

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.

## MAKER SPACE CLEAN-UP CHECKLIST

- Wipe down the tables and chairs. Put them in the pictured arrangement.
- Turn off the TV and tuck the cord behind.
- 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 coffeemaker and oven. If you used the refrigerator, dishwasher or microwave remove your items.
- 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



3 TABLES

4 CHAIRS PER TABLE

