Crook County Library Meeting Rooms

CLOSING CHECKLIST

- Wipe-off all tables, chairs and whiteboards as necessary.
- Return furniture to the furniture storage closet (unless requested otherwise by Library staff) and make sure the door is locked.
- If used, clean appliances coffeemaker, refrigerator, microwave and stove. If coffeemaker was used, unplug it and return it to storage.
- o Check that patio doors and windows are closed and locked and blinds are drawn.
- O Vacuum carpet vacuum cleaner is located in storage room.
- If electrical outlets are used, replace all safety plugs. Notify library staff if safety plugs are missing.
- Turn off all lights including dimmer switch. (Note: there is security lighting which will remain on.)
- Remove all trash after your meeting. A dumpster is located at the south end of the parking lot. There is an additional trash can located in the storage area if needed.
- o If using the heater in the Juniper Room, make sure it is turned off.

IF MEETING CONTINUES AFTER LIBRARY HOURS

- Check restrooms to ensure they are empty. (Note: security lights in restrooms remain on.)
- o Double-check that both exterior doors are locked and shut tight.
- O Sign checklist and place it with the key in the bookdrop on 2nd Street.

Signature of responsible person

It is the expectation that all user groups leave the facilities in clean condition. If the meeting room is not clean upon your arrival, contact Library staff immediately to avoid being charged cleanup costs.