

the Center for Health and Community

CONFERENCE ROOM CHECKLIST:



TURN OFF OVERHEAD LCD PROJECTOR
(Press **Red** POWER BUTTON 2X)

****make sure engine sound stops****



REMOVE ALL SEMINAR/MEETING MATERIALS



USE **RECYCLING** BINS



LOST and FOUND notify CHC 476-7408



CLEAN WHITE BOARD, REMOVE TRASH, WIPE TABLES



DO NOT RECONFIGURE TABLES AND CHAIRS



DO NOT REMOVE TABLES AND CHAIRS FROM ROOM



Notify CHC staff if there has been damage done to the conference room. This includes spills/stains on the carpet and/or damage to tables and interior walls.

LOCK DOOR; RETURN KEY

Thanks!

Step-by-Step reference guides for operating equipment are located in Rooms 376 & 474 or go to the CHC web page link

<http://chc.ucsf.edu/administration.htm>

CHC CONTACT INFORMATION

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