

ROOM USAGE CHECKLIST:

1. Immediately 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.
2. Turn off all equipment - LCD projector (press POWER twice), VCR/DVD players, slide projector, overhead lights, etc.
3. Return tables and chairs to their proper positions
4. Return screen to its raised position
5. Clean white board, throw away trash, remove trash from carpet, wipe down tables if needed, remove food promptly
6. If your meeting involves the use of materials containing research, patient, or any other type of confidential information, check to make certain you have removed all literature and patient information prior to leaving the conference room.
7. Lost and Found items contact CHC 476-7408 to notify possession of item(s) left in Conference Room
8. Lock the door on your way out; return keys to CHC if relevant.
9. Please use RECYCLING bins available in each room.
10. NO STORAGE OF MATERIALS UNLESS ROOM RESERVED

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>

Please let a CHC staff member know of any updates to these instructions. The Staff is also available for any other feedback or suggestions you may have.

CHC CONTACT INFORMATION

Location: Laurel Heights Suite 465

Phone: 476-7408 Email: chc@chc.ucsf.edu

Web: www.chc.ucsf.edu