

Close Up Routine for Evenings & Weekends

- Turn off the coffee pot. Put filter with used grounds into the wastebasket and rinse out the pot.
- Wash up any dishes you used. Dry and put them away.
- Straighten up the rooms you used. Put trash in the wastebaskets. Wipe off tables.
- Put wastebaskets out in the hallway.
- If you served food, tie the top of the trash bag closed.
- Take down any signs that you put up.
- Audio-visual equipment should be left in the room where you found it unless you make other arrangements with one of the Extension staff.
- Make sure that the sliding doors to the courtyards in Rooms A216 and A414 are closed and latched.
- Turn off all lights (classrooms, kitchen, hallways and lobby). **Be sure to turn off the lights in all bathrooms.** A few security lights in the halls and lobby will remain lit.
- Lock the front outside doors using the hex wrench kept in the pencil drawer at the front desk. The side of the door handle that you must lock is the side with the latch. Hold the handle in while you put the hex wrench in the top hole and turn it clockwise. Test the doors to make sure that they latch securely. If they are not latching securely, someone may have tightened the lock on the non-latch side of the door. Use the hex wrench to loosen that side of the handle. Be sure to put the hex wrench back in the pencil drawer. (Note: the front doors should be locked at all times unless you have someone in the lobby. Post a sign on the front door with a phone number for late arrivals to call to be let into the building.)

If you have problems with the building, contact: _____