

# EPIC Conference Room Checklist

Name \_\_\_\_\_ Date/Time Used \_\_\_\_\_

Please complete the following checklist at the end of your meeting. If you didn't use an item, please just mark NA. Return the completed checklist to Melissa Acquino. (Her office is attached to the conference room.) If your meeting is held after hours or on the weekend, you may leave this checklist on the table in the conference room.

	Done	NA	Comments
<b>TECHNOLOGY</b>			
The projectors and screens have been shut down.			
All laptops/iPads have been shut down & plugged in.			
All flash drives or other devices have been removed.			
<b>ROOM ARRANGEMENT</b>			
All tables are put back in the original configuration.			See attached diagram
Extra chairs have been stacked.			
<b>HOUSEKEEPING</b>			
All food has been removed.			
Coffee maker has been turned off. (Very important)			Please make sure to do this.
All recycling items have been placed in the bin.			
Items placed in the refrigerator have been removed.			
Tables and countertop have been wiped clean.			Supplies in corner cabinet
All surfaces are clear of paper/items brought in.			
"Lost and Found" items have been given to Melissa.			We keep items for 30 days.
Windows and blinds have been closed.			
Trash has been tied up and set by the door.			
A new bag has been placed in each can.			
The lights have been turned out.			

Signature of person completing the checklist \_\_\_\_\_

We hope you have had a good experience at EPIC. We welcome your comments and suggestions. Feel free to write them on the back of this form or email them to Melissa Acquino [mgacquino@wvsc.org](mailto:mgacquino@wvsc.org) to be passed along to our Executive Director. Thanks!

EPIC proudly serves Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan and Pendleton counties in WV.