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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