SHC – Geballe Workshop Room Checklist

Clean up after your workshop: it’s part of the agreement for using the space.

Pre-Workshop Checklist:

☐ Received Room Confirmation for your date/time (Confirmed availability of rooms in person or via email with Office Coordinator)

☐ Placed workshop dates and description on Google Calendar.

☐ Picked up key with Office Coordinator to open the building if your workshop will be held anytime after 5:00PM M-F or on a weekend.

Post-Event Checklist:

☐ Remove ALL leftover food and drinks BEFORE leaving. PLEASE insure that caterers came to pick up at the end of your workshop – You may NOT wait until the following day to do this. No Food, containers, or trash should be left in the room!

☐ All trash cans must be emptied into the dumpster bins behind the Center.

☐ The tables must be wet-wiped.

☐ All chairs and tables MUST be returned to their original positions and re-stacked if any extra chairs used.

☐ Clean up all spilled food items on the carpet or tile floor.

☐ All materials: notes and papers, pens, and leftover items must be removed.

☐ Lights and audio-video media must be turned off.

☐ Leave the key at the front desk chair, or return it the following business day, 8:30am to 5 pm

☐ All windows and doors closed when you leave. This includes removing the doorstops, after your workshop is over. Building Security is Extremely Important!

**We have Cleaning Supplies in each room for your use – Board Rm: Top Middle cabinet in the back of the room (will remain unlocked); Baker Rm: Bottom of the small credenza in the room. Watt Rm: Box (that is labeled) underneath the coffee table next to the fireplace.**