



Kathleen King Community Room User Responsibility Checklist

Please ensure all items below are completed before leaving, thank you!

1. Wipe down all tables and chairs with disinfectant wipes provided by CHT.
2. Return all tables and chairs to their original location.
3. Make sure any AV equipment that was used is returned to cart.
4. Ensure all garbage has been picked up and put in waste containers.
5. Sweep room and return sweeper to original location (by the waste containers).
6. Turn off all lights in the room.
- 7. Initial by your booking to confirm your attendance if you did not do so upon arrival. Clipboard located on table by the light switches.**
8. Close doors behind you.

Questions?

Call CHT's Executive Administrative Assistant: (831) 726 – 4257 (press 2)