Conference Room Checklist

Guidelines for all Extension programming including but not limited to 4-H Youth Development, Family and Consumer Sciences, and Agriculture Programs.

- ☐ **Rules of Conference Room Use**
  - o Room is only to be used by Extension program participants.
    - ▪ Events and program calendar is managed by **Amy Coffey** and supervised by Extension staff.
      - • *This does not include gym/kitchen reservations.*
  - o No items shall remain in conference room unless approved by Extension Agents.
  - o Temporary storage for short-term projects must be approved and documented by Extension Agents.
  - o No signs, posters, or other materials may be displayed unless otherwise approved by Extension Agents.
  - o Items left in conference room will be disposed of or donated after two (2) weeks unclaimed. Perishable items will immediately be disposed of.
  - o Conference room users are responsible for all set up and clean up.
  - o Trash must be disposed of in trash bags.
    - ▪ No liquids may be disposed of in trash cans.
- ☐ **Location of Items**
  - o **Basic office supplies** are located inside and on top of desks in the room.
    - ▪ Extra supplies are available upon request of Extension Staff.
  - o **Computers:** There are two computers, one per desk, that room uses are eligible to use.
  - o **Cleaning Supplies:** Light cleaning supplies are located to the right of the desk and behind the conference room door.
    - ▪ Additional cleaning supplies are available upon request of Extension Staff.
    - ▪ *If you believe something is broken or needs to be addressed, please contact the county director.*
  - o **Copiers:**
    - ▪ There is a black and white copier on the desk by the window.
    - ▪ There is a color printer located on the main TV wall with a USB drive you may use to have files printed.
  - o All office furniture, supplies, and items in room are owned by the University of Tennessee and Tennessee State University.
- ☐ **Checkout (Before Leaving)**
  - o Turn Off Computers.
  - o Clean up any messes and put away materials.
  - o Remove trash, tie bags securely, and place top parking lot trash closet.
  - o Return all equipment back to designated locations. See Room Setup Reference Information for more information.
  - o Wipe down surfaces with disposable cleaning wipes.
  - o Turn off lights.
  - o Ensure both doors are locked.

- **Room Setup Reference Information**
  - The conference room must be returned to its standard setup after each use.
  - Reference photos are provided below: