

BEFORE LEAVING

CITY HALL'S MEETING ROOM,

PLEASE:

- Return the furniture to the same orientation as when you arrived.
- Ensure coffee pot is turned off and emptied/cleaned out.
- Wipe down surfaces and tables with supplied cleaner. (located in cupboard).

- TV's are turned off.

No USB drives are to be used on the TV's.

- Bathrooms in lobby are clean of trash on the floor.
- Remove all trash generated by your activities, leave bags by door and replace trash can liner (located in cupboard).
- Ensure all doors and windows are closed and locked if after City office hours. Return key to night drop box located outside the front door.
- Council Computer is not to be used, unless given permission by City Manager or the Clerk/Treasurer.