Seminar Room

- The room must be straightened after each use. Clean tables and floor as needed.
- If you have rearranged any of the chairs/tables please put them back to original setup. *As seen here*
• All cleaning supplies are located in the cabinet next to the refrigerator. (Please remember to put the vacuum battery back in its charging dock when finished.) *As seen here*

• If there is a spill, it is your responsibility to contact Infrastructure Planning & Facilities (IPF) and make arrangements for a professional cleaner to clean the carpet.

• Damages will be charged to the department that reserved the room when the damage occurred. If no one takes responsibility for the damage, the costs of repair will be split equally among the departments.

• A staff/faculty member may pick up a remote for the projector from the Dean’s Office (3410EB) and return after the meeting/event. If past business hours (8-5pm), please make arrangements to return the following day.

• The Dean’s Office is not responsible for contacting DECS if you need assistance with projectors or laptops. It is the responsibility of the staff/faculty who reserved the room. You can contact them at 353-8891.

• Please remember to make sure all lights are off and door is shut before you leave.

THANK YOU
Engineering Dean’s Office