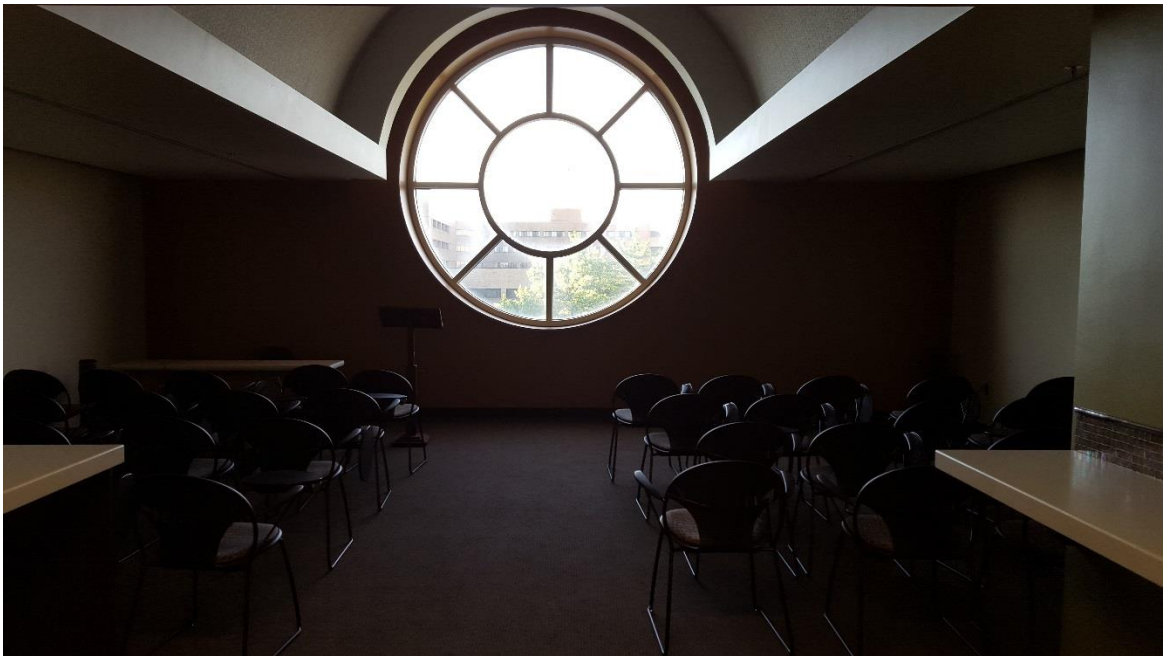


Seminar Room



- **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