

Penthouse End of Event Checklist:

- _____ 1. If used, follow instructions on the wall to properly shut down computer/projector.
- _____ 2. If moved, return all furniture, equipment and décor to original location.
- _____ 3. If refreshments were served, bag trash and place in the kitchen.
- _____ 4. Catering equipment must be removed.
- _____ 6. Turn off all lights in conference room *and* kitchen.
- _____ 7. Lock the door to conference room *and* kitchen.
- _____ 8. Return the key to AB1030 and please report any spills or other issues.