

Security Checklist/Remaining OSU Staff member

Please Ensure:

Room 260

- The room is free of trash and tables have been cleaned with spray and towels, provided (inside the white cabinets at the front of room 260)
- The room has been put back to its original arrangement
- Equipment has been turned off
- Everyone has left the building
- The building is secure when exiting for the night

Room 110

- The room is free of trash and the table has been cleaned with spray and towels, provided (lower shelf of the cabinet under the smartboard)
- The room has been put back to its original arrangement
- Equipment has been turned off
- Everyone has left the building
- The building is secure when exiting for the night

Town Square (Room 105)

- The room is free of trash and any tables have been cleaned
- Chairs have been placed back on the carts and moved to the art room
- Projector screen has been returned to its retracted position
- Equipment has been turned off and moved to inside conference room 110, if possible
- Everyone has left the building
- The building is secure when exiting for the night