

FACILITIES USER CHECKLIST / FERNDALE

After your meeting, please:

- Wipe the counters, refrigerator, and any tables and chairs.
- Put away all chairs and tables.
- Vacuum the carpet.
- Empty all trash in the SSC bins located outside the rear door, near the drive-up exit lane.
- Raise the blinds to their fully open positions.
- Turn out the lights. Note: the lights in the closet will turn off automatically.
- Turn the heat back to 68 degrees.
- Lock/secure rear door

Thank you for helping take care of the WECU Ferndale Education Center

WECU Ferndale Education Center Technology Tips:

- Projector and projector screen are controlled by a control panel mounted on the west wall near the podium.
- The projector utilizes an HDMI cord. Please bring any adaptors necessary.
- Audio is provided by utilizing speakers and an audio/headphone jack.
- WIFI is provided through the "WECU Guest" network.