

FACILITIES USER CHECKLIST / HOLLY ST

Facility Entrance

For FOB access, utilize the Education Center's rear entrance.

User Checklist (after your event)

- Return tables and chairs to their original location.
- Temperature Control – See instructions posted near the thermostat.
- Vacuum the carpet if necessary.
- Clean kitchenette and empty trash bins. If waste does not fit in the provided waste bins, it is the user's responsibility to properly dispose of the waste off premise.
- Raise blinds and shades to their fully open positions.
- Turn bathroom lights off. Leave bathroom doors open.
- Leave door into hallway open.
- Turn off all lights. *Note: the security and kitchen lights cannot be turned off.*
- Lock double doors. Make sure both upper and lower pins are engaged in door casing. Exit using the rear entrance.
- Return fob
 - During business hours, return fob to Home Loan Center (516 E Holly St).
 - After business hours, please place the fob in an envelope and use the Night Drop located on 600 E Holly Street (next to ATM). Envelopes are available in Night Drop.

Thank you for helping take care of the WECU Holly St Education Center

WECU Holly Education Center Technology Tips:

- The projector utilizes an HDMI cord for both audio and video. Please bring any adaptors necessary.
- WIFI is provided through the "WECU Guest" network.