

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 the area around the sink 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 the door into the 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 the door casing. Exit using the rear entrance.
- ☐ Return fob
 - During business hours, return the fob to the Home Loan Center (516 E Holly St).
 - After business hours, please place the fob in an envelope and use the Night Drop on 600 E Holly Street (beside the 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.

Facility Emergency: In the event of a facility *emergency* (i.e. potential damages to the facility), please notify 360-941-8233 for Rick Kohanski. After 6 PM and on weekends please call 360-224-2026 for Andy Ram. For Security emergencies please call Shawn Reilly 360-510-8148 or Michael Atkins 206-604-1074. Please limit phone calls to emergencies only.