

FACILITIES USER CHECKLIST / HOLLY

Facility Entrance

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

User Checklist

- 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 bins are engaged in door casing. Exit using the rear entrance.
- Return FOB
 - During business hours, return FOB to Home Loan Center.
 - After business hours, please FOB in envelope and use the Night Drop located on 600 E Holly Street (next to ATM). Envelopes are available in Night Drop.

Facility Emergency

In the event of a *facility emergency* please notify 360-941-8233 for Rick Kohanski. *After 6 pm and on weekends in the event of an emergency (i.e. potential damages to the facility),* call 360-224-2026 for Andy Ram or 360-441-0540 for Nathan Spalding. Please limit phone calls to emergencies as described here.