



## CONFERENCE ROOM GUIDELINES

The Conference Room at The Redpoll Centre is a collaborative space sponsored by the Suncor Energy Foundation that is designed to serve a broad range of functions and organizations. These guidelines strive to ensure that the room is kept tidy and ready for use by the next user group.

If you have any questions regarding expectations, please contact the Redpoll Community Animator at 780-791-0077, extension 3000.

### Basic Do's and Don'ts

**Do** remove your boots or use boot covers upon entering.

**Do** turn equipment on and off properly. Training will be provided at the time of booking.

**Do** clean up when finished using the room. Do return tables and chairs neatly back in place.

**Do** report if you found the room in disarray.

**Do** enjoy yourselves!

**Don't** prop the exit door open.

**Don't** share the room access code with anyone else.

**Don't** move the tables without unlocking the legs.

**Don't** move the whiteboard by holding onto the ledge.

**Don't** leave any unwanted food items in the fridge.

**Don't** leave dirty dishes in the sink or on the counter.

# Conference Room Cleanup

## Tables and Chairs:

1. Each table has two wheel locks on one side. **Please do not move tables without unlocking them first!** Once moved, tables should be locked in place.
2. If moved around, tables and chairs must be returned to their original positions. (A picture will be provided for your convenience). Please wipe spills and finger marks off tables (and chairs if needed). A cloth and cleaner are kept under the sink for this purpose.

## Equipment:

1. The white board should be cleaned of all marks and moved back to original position. White board markers and eraser should be returned to the holder.
2. The flip chart moved back to its original position.
3. Screen should be retracted and projector turned off.
4. Audio-visual equipment and wireless mouse turned off. **Computer equipment must be turned off using the Main Power Button which is clearly marked on the left side of the upper most console.** Please do not turn off the power switch on the right side of the console.

## Kitchen Area:

1. Coffee pot emptied and washed, coffee grounds removed and machine unplugged.
2. Coffee, tea, sugar, etc. returned to cupboard.
3. Cups, glasses, dishes, cutlery, etc. washed and put away.
4. Sink cleaned and all garbage put in the garbage can.

## Before Leaving:

1. Turn all the room lights off – 3 switches. One regular switch for the lights above the screen and the 2 main switches need to be turned off by double clicking at the bottom.
2. For tenants of The Redpoll Centre: Make sure all three doors to the Conference Room are closed and locked. The internal security system will not arm appropriately if any one of these doors is not fully engaged.