

Local Association Office Use Checklist

Wi-Fi

Your group may connect to the Central guest Wi-Fi network using the password: guest1870

AV Equipment

Central staff will turn on all the necessary equipment and configure it so that the projector and audio will function when a laptop is connected to the podium HDMI cable.

To use the microphone, turn it on using the button on the microphone stem. A green light should come on. Turn off the microphone when no longer in use.

The remote can be used to turn on/off the projector.

Help yourself

Your group may help themselves to plates, napkins, utensils, water, soda.

Alcohol may not be consumed.

Cleaning

Trash bags and cleaning products can be found under the kitchenette sink. Please don't put any solids down the waste disposal. A cordless vacuum cleaner can be found in the kitchenette area should you need it.

If you require assistance, you may call or text

Russell Hughlock: 740-877-3237

Mary Kennedy: 614-209-2344

Turn over for checklist ⇒

At the conclusion of your meeting:

Take trash to dumpster at the opposite corner of parking lot	<input type="checkbox"/>
Projector is turned off and remote left on podium	<input type="checkbox"/>
Return all furniture to original positions	<input type="checkbox"/>
Wipe down all tables with disinfectant spray	<input type="checkbox"/>
Check inner door to hallway is locked with the button pressed in	<input type="checkbox"/>
Key and Fob is placed on top of in-tray next to Mary's office	<input type="checkbox"/>
Turn off all lights	<input type="checkbox"/>
Close and check main door is locked after last person exits	<input type="checkbox"/>