

CTL E390 Room Reset & Cleanup Checklist



Before You Leave the Room

1. Re-Set the Space

- Return tables and chairs to their original layout (see reference photos)

2. Clean the Space

- Place all trash in the appropriate bins
- Dispose of or take any leftover food
- Wipe down tables and surfaces if needed
- Bring and use cleaning supplies for spills or messes if needed
- Remove all personal items, decorations, and event materials

3. Technology

- Turn off the projector and any connected devices
- Return any borrowed AV equipment (remotes, clickers, etc.)

4. Secure the Room

- Check that all attendees have exited
- Turn off lights
- Shut and lock the door behind you



Please DO NOT

- Leave food, drinks, or trash behind
- Rearrange furniture permanently
- Prop the door open when the room is unattended
- Leave tech equipment running

**Thank you for your cooperation
and for helping us maintain a
professional, clean, and
functional environment!**



📷 Photo 1 – View from
projector screen



📷 Photo 2 – View from
entrance

