

## La Sierra University Alumni Center Set-up & Check-out Checklist

- \_\_\_1. Call Security at (951) 785-2222 and request that they meet you at the front entrance to the center. (If you do not have a cell phone, there is a public phone by the market.) Security will disarm the alarm system – but note, the door is *STILL* locked (See #3 below)
  
- \_\_\_2. Turn on the light switch located by the door and the lamp on the entry table.
  
- \_\_\_3. You will need to prop open the front door. Place tape across the lock. The tape is located entry table's top right drawer.
  
- \_\_\_4. Turn on the lights from the following control panels:
  - \_\_\_a. Lobby lights: Turn on lamps next to the sofas
  - \_\_\_b. Banquet Room lights: The lights are controlled from the 10 light switch panels located in the main lobby. Each panel corresponds to the direction/section of the room that you desire lighted.
    - \_\_\_b. Other lights can be turned on from the panel next to the men's restroom:
      - #7 (Hall lights)
      - #11 (Restroom lights)
      - #17 (East side wall lights in banquet room – if desired)
  
- \_\_\_5. Banquet Room Set-up:
  - Temperature: 2 temperature gauges are located on each side of the doors inside the banquet room.
  - Ceiling Lights: The switches to turn on the lights are located in the main lobby. (See #4.b)
  - Lights on West side: Lights on the West side need to be screwed in to turn them on
  - Kitchen Area: Turn light switch on by the back door and Switch #12 from the main panel in the kitchen

### CLOSE-UP CHECKLIST (The reverse of the order above)

NOTE: It is imperative that the room be returned to the pre-event set-up to ensure timely return of any security deposit made and future use of the center.

#### Kitchen

- \_\_\_ 1. Kitchen sinks are cleared of food and debris
- \_\_\_ 2. Counters are wiped down
- \_\_\_ 3. Floor is swept
- \_\_\_ 4. Trashcans are emptied into the trash bin located outside behind the center. New trash liners are added.
- \_\_\_ 5. All food items are removed from the refrigerator
- \_\_\_ 6. Oven and stove are turned off

\_\_\_\_ 7. Lights are turned off (Switch #12 on the panel in the kitchen hallway near the back door.)

#### Main Banquet Area

\_\_\_\_ 8. Tables and chairs are put back into the standard room set-up: 6 round tables with 6 chairs per table on the east side of the room

\_\_\_\_ 9. Vacuum and/or pick up any debris

\_\_\_\_ 10. Turn off air conditioner or heat

\_\_\_\_ 11. Check the bathrooms to make sure toilets and sinks are not running

\_\_\_\_ 12. Turn off from the hall panel outside the men's restroom switch 7, 11, and 17

\_\_\_\_ 13. Turn off ALL 10 light switches from the main panel in the lobby. Make sure that each one has a "click" sound to insure they are completely off. Light bulbs on the west side need to be unscrewed.

\_\_\_\_ 14. Turn off all table lamps

\_\_\_\_ 15. Remove tape from front door

\_\_\_\_ 16. Call Security at (951) 785-2222 and have them come to set the alarm. You do not need to wait for Security