



Brooks Room Closing Procedures

Closing Procedures Checklist for After-Hours Use

Clean dishes, coffee pot, etc.

Remove all food from refrigerator and cupboard.

Put all trash in receptacle located in the kitchen.

Close and lock all windows. (Window latches face left when in locked position.)

Turn off all lights. (Hall lights may be left on for safety.)

Securely close all doors.

Make sure outside door is locked.

Please note that failure to comply with these procedures may result in suspension of Brooks Room privileges.