

Posner Center

Post-Event Checklist

(To be completed and returned by the on-site representative following an event.)

_____ Lock all external doors to Posner Center:

_____ front doors

_____ side doors to Posner Hall (Tepper School of Business)

_____ patio doors (North Boardroom)

_____ Using the attached copy of the building floor plan, walk through the facility and note the locations of food spills or areas requiring cleanup (including restrooms).

_____ Using the same floor plan, note any additional problems such as scratched furniture, rug pulls, etc.

_____ Walk through the facility and alert catering staff to glasses, plates, etc. to be cleared.

_____ Gather event materials such as easels, meeting packets, signs, etc.

_____ Turn off lights:

_____ exhibit cases (switch located in Reading Room)

_____ restrooms and coatrooms

_____ Boardroom

_____ If catering is still in the facility, let them know you have locked the doors and will be leaving. Remind catering to call University Police when they are finished.

_____ If catering is not in the facility, call University Police and ask them to come and secure the building. **DO NOT LEAVE** Posner Center until an officer arrives.

_____ Ask the officer to walk through the building and before leaving:

_____ lock Boardroom doors

_____ lock door to Tepper School of Business

_____ turn off all lights

On-site Representative's Signature

Date

Please leave completed form.