In Case of Emergency - Gather all your belongings and exit the building quickly and calmly.

Before you leave

Please make sure of the following:

- Please reset the room to its standard set, including pushing in the chairs (See diagram at left).
- Please make sure the dividing wall has been reset, and the room is no longer divided.
- This room is to remain locked when not in use. If you need access to this room, see the building monitor at the Student Organization Center (SSB 4.102A) to have it opened.
- Please turn off all of the light switches, except for the red (emergency) light switches.
- There is no Custodial Services trash pick up on the weekends, so please take your trash to the dumpsters behind the building (outside of the ID Center lobby on the ground floor).
- Please clean the markerboards and make sure you haven’t accidentally removed any markers or erasers.
- In general, please leave the room in better condition than you found it.

Thanks for your help in keeping your Student Services Building clean, neat, presentable, and ready for the next users!