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 fully raise the top blinds in the windows.
- This room is to remain unlocked at all times. If you find this room locked, see the building monitor at the Student Organization Center (SSB 4.102A) to have it reopened.
- Please leave on the light switch.
- 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 markerboard and make sure you haven’t accidentally removed any markers or the eraser.
- 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!