



PUTTING THE VCC, ROOM 504, BACK IN ORDER

T=movable extra table

F=floor electrical outlets

M=large monitors

All furniture should be placed as diagrammed. The tables in rows are centered under the overhead microphones. The extra chairs should be stacked against the right wall.

The blinds should be left open and all lights and monitors, large and small, turned off. The flat screen should be off (the remote control is kept by the front computer.)

If the trash needs to be emptied, please put it out in the main hall.

Both doors should be locked and pulled tightly shut. (See Harriette Sparlin or Bonita Chasten for a key if needed.)