



The Hoke County Schools

DIGITAL LEARNING CENTER

Innovation Happens Here

Cleanup Checklist

To ensure the space is left in excellent condition for the next group, please complete the following tasks at the conclusion of your session.

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- Return all furniture to the default layout following the provided diagram. Unplug tables under wall displays carefully before moving them and reconnect after resetting.
 - Remove all food and items from the refrigerator.
 - Clean up any spills with supplies from the storage cabinet.
 - Wipe down the microwave if used.
 - Take all trash to the dumpster at the north end of the building.
 - Replacement trash bags are in the large metal cabinet in the kitchenette.
 - Clean up all crumbs and spills using brooms, dustpans, or mops available in the kitchenette.
 - Ensure the space is free of debris.
 - Reset the thermostat to 70 degrees.

Thank you for maintaining the space and ensuring it is ready for the next group. Failure to comply with these guidelines may result in loss of access to the facility in the future.

Signature

Print

Date