# MCGAUGH HALL- ROOM 1246

# ROOM USE INSTRUCTIONS

It is our goal to provide the same room-use experience to everyone.
Please be sure to follow all of the guidelines below.

1. **AUDIO VISUAL:** This is a Zoom Room interactive display with HDMI input. It has a camera, mic, and speakers for Zoom meeting. For problems with these systems, contact the Dunlop BioSci Computing Help Desk at (949) 824-3555 or bcshelp@uci.edu.

2. **AFTER YOUR EVENT: By reserving this room, you are accepting responsibility for restoring the space to usable condition for the next group of users. Failure to do so may result in a financial assessment against your own group for any damages and/or clean-up. Please follow all guidelines to avoid charges and ensure that the room is ready for the next group.**

   - **REMOVE ALL TRASH:** Be sure to pick up all trash and take out the trash out to the dumpster by the loading dock, then replace trash bags with clean ones, which are in the cabinet.

   - **WIPE ALL TABLES:** Wipe all tables where food or beverages were served. There are paper towels and spray cleaner in the cabinet for your convenience.

   - **RESET FURNITURE:** Reset the room to its original position; boardroom style- chairs along all sides of the table.

   - **TURN OFF ELECTRONICS:** Turn off screen, push the button on the bottom right.

   - **WHITEBOARDS:** Erase the whiteboard

   - **BLINDS:** Raise all window blinds

   - **LIGHTS:** Turn off all lights.

   - **DOORS:** Be sure to lock the doors.

3. **RETURN KEYS:** Be **sure to lock the room**.

If you notice any problems with the room when you arrive,
please call (949)824-7363 or bioscirooms@uci.edu.



**Facilities Management**
Charlie Dunlop School of Biological Sciences