Success to follow through with this checklist can result in either a budgetary dock of $75 and/or a ban from further programming in the space for up to one month.

**Mac Café**

1. All furniture is returned and in position designated by map near light switches
2. Floors are Clean
   - a. Stage swept (mopped if needed)
   - b. Wood Floor area by doors swept (mopped if needed)
   - c. Carpet swept or vacuumed
3. Butcher Paper signs and Decoration is removed and recycled in main Recycle Dumpster
4. All tape is removed from walls, ceilings, and light fixtures
5. Trash is removed, new trash liner replaced
6. Media Room items returned and neatly arranged back in its place
   7. Wipe all surfaces (tables and chairs)

**SAC & Conference Room**

1. SAC Floors are swept and mopped if needed
2. Any staging area in SAC or Conference room is returned to normal usage
3. Tables and chairs in Conference Room is returned to normal usage
4. Trash is removed to outside dumpsters
5. All other common space items returned to original position
   - a. Kitchenette items returned and cleaned
   - b. Borrowed tables and chairs returned in original location and condition
   - Wipe surfaces clean