Room Breakdown
Tech Squares Weekly Job

Description
Responsible for seeing that all the club equipment is returned to the office at the end of the night and that the room is left in good condition. If we are in Lobdell dining hall, the tables and chairs must also be reset.

When
Any time after the last tip ends, usually about 10:30pm.

What you need
• Location of the office (W20-423)
• Access to the office – ask the jobs coordinator or an officer for the office combo

Responsibilities
• Clean up the snacks table. Leftovers should be taken to the office, given away, or thrown out as appropriate. The hand sanitizer and extra cups should be taken to the office. All trash and used cups should be thrown out.
• If the water cooler was used, empty it out and thoroughly dry it with paper towels. Take it to the office and leave the lid hanging next to it (not on top of it).
• Get other dancers to reset tables and chairs (in Lobdell).
• Organize club equipment. The hilton and its powercord go into the blue hilton case, other cables and power strips go into the cable bag. All of these and the speaker (and stand) get stored in the office.
• The briefcase also needs to be stored in the office.
• In Lobdell, the caller’s table and stage get folded up.
• Unidentified lost and found items should be left in the room, but items known to belong to Tech Squares members can be taken to the office.
• Check that the room is clean, and tables have been reset.

Notes
Please ask for help. Most people will help reset the tables and chairs in Lobdell. A brief shout for breakdown help will usually yield a volunteer or two. All the equipment can be taken up to the office in one trip if you don’t attempt to do it alone.

Thanks for helping with this very important job!