



# End of Training Checklist



- Projection screen is rolled up
- Wipe down chalk and/or dry erase boards
- Remove all files installed on laptop@ end of class
- Wipe down laptops, mouse devices, all tables, window ledge and chairs
- Push chairs back into tables
- Trash emptied and liners replaced daily

**We may be an old school; however, being old is not a reason for looking old!**