

## Check List for Opening/Closing the Library For Visitors Using the Conference Room

- You will have been given a four-digit code to open the front door. Enter the code, note the light turns green, and then open the deadbolt. You only have a few seconds to turn the bolt. If you wait too long, you will have to re-enter the code.
- Turn on only those lights needed. Main area in reception operates off one switch. Feel free to open the shades in the conference room if needed. Close them when you leave.
- Wi-Fi works 24 hours/day. The network is Library and the password is Spicewood.
- If you need the printer, Patron PC1 must be turned on. The copy machine is normally off or in standby. Copies/printing is \$0.10/page for black and white and \$0.50/page for color. Leave the cash on the register at registration with a note that it's for copies.
- Thermostats operate on a set schedule. If you are here when the library is not open, you will need to manually adjust the temperature and press "Hold". Adjust the thermostats in the new building by the conference room. When leaving, press Up or Down arrows to 78 degrees.
- Check kitchen area and restroom before leaving for any maintenance needs. If you made coffee, make sure the coffee maker is clean and off.

When leaving, turn off all lights and re-enter the door code on closed door, wait for the green light and then turn the dead bolt clockwise to lock the front door.