

If you are the last person out of the space, please make sure to do the following:

WorkShop

1. If you have made a mess, tidy it up! Even the best-intentioned people miss some things, so if you can clean up your mess and 10% of someone else's, things will even out.
2. Close the windows.
3. Make sure the benches are turned off. The 2 main workbenches all have isolation switches on the front. The electronics bench has one at the back right under the shelves
4. Make sure the tools are turned off.

Bins

- If there are any full bin bags, please take as many as you can downstairs and put them in the big metal bins.
- If any bins look full or close to the point where you couldn't tie the bag off, please remove the bag and tie it. Replace the bag with a spare from the roll in snackspace. Take the full bag outside if you can or at least leave it by the door.

Kitchen

1. Make sure any cups and glasses have been washed and the taps are turned off.

Category:Space admin

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