

Turn your space into the perfect meet-out location

9 things to check



Is there a **paper with instructions** for using the space? Be sure to include the WIFI code and make sure your guests feel welcome and know how to use the space.



Have you **removed all personal and valuable items**? Do not leave photos, stuffed animals, or other personal items in the room. Store important documents, money, or jewelry safely so they do not get lost.



Is the **toilet** clean and are there enough towels, soap, and toilet paper available? A clean bathroom is a must!



Is the **second screen** working and installed properly? It is important that the technology works as it should.



Has the **coffee maker** been cleaned and is it ready for use? Everyone loves a cup of coffee during a meeting!



Is the **refrigerator** organized and are the drinks at the right temperature?



Have you safely installed a **multi-plug**? A multi-plug is useful for charging all devices, but make sure it is installed safely.



If you are not there, is the **key** ready and are there instructions for finding it? Make sure your guests know where the key is if you are not there.