

FACILITIES



Conference Rooms

The conference rooms are often the first areas to get untidy, and are also the first impression for a client or guest. To support the culture of Discount Tire and the inviting and professional environment our conference rooms should offer, your participation is required. Everyone using these rooms is asked to leave them cleaner than you found them.

To assist with the cleanup process, the Facilities team has staged glass cleaner, paper towels and trash bags in each conference room. If you use the conference rooms please ensure the following actions are completed:

- Include a few minutes at the end of your agenda to clean up tables with the paper towels and glass cleaner provided
- Brush off any crumbs from the chairs and place chairs back around table
- Remove/discard all food items using the trash bags provided.
- Place trash bags in the nearest kitchen and email Facilities requesting that the bags be discarded.
- Turn off the TV and other AV equipment
- Log off the computer
- Return the iPad to the charging cradle
- Erase the white board
- Remove any visual aids you brought in for your meeting...posters, graphs, etc.
- Turn off the lights

With your help and support, we can keep our conference rooms clean for the next meeting and maintain the professional appearance you and our building deserve. Your attention to these simple details is appreciated.

If you have any questions, please email Facilities@discounttire.com

