



Large Conf. Room: 32' X 54'

Tables: 2' X 5'

Chairs: 1'7" X 1'5"

### Key

- = 1 SQ FT     = 0.296
- = Doorway/Walkway
- = Kitchen
- = Cabinets
- = IT Office
- = Courier Room/Emergency Exit
- = Window to Sorter Room
- = Chair - MOVING PIECE
- = Table - MOVING PIECE

# After Use Please...

- Wipe down tables/chairs with clorox wipes (under the kitchen sink) AS NEEDED.
- Return tables/chairs to their designated area. Be sure to unlock wheels on tables when moving.
- Clean up kitchen counters and sink. Return items to their cupboards.

# Thank You!