Green Meeting: Conference Room Inventory

Please indicate whether the conference room(s) in your area has any of the items listed below. Select all that apply and complete one inventory for each conference room.

Name of Person Conducting Inventory: _____
Conference Room Location: _____
Capacity (# seats) _____

- ☐ Smart Board
- ☐ Projector
- ☐ Projector Screen
- ☐ Telephone
- ☐ Dry Erase Board
- ☐ Windows (Natural Light)
- ☐ Recycling Bin
- ☐ Other Green Features / Comments:

_____
_____
_____

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Capacity (# seats) _____

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- ☐ Other Green Features / Comments:

_____
_____
_____