



MZS – Checklist for Users

Multi purpose hall (MZS), Westhof Dübendorf, Zukunftstrasse 13

Preparation and Access

Please remember to bring garbage bags and containers for glass, metal, etc.

Access to the multipurpose hall is via the underground parking garage (you will receive the code by email) and the stairs in building number 13.

The large hall is equipped with the following as standard:

- 1 large table and a few chairs
- Table football, grand piano, and several seats on the stage
- Multimedia system (projector + sound) via HDMI and Bluetooth (audio only)

Additional tables and stacks of chairs are located in the stroller room  opposite the entrance to building 13, and more stacks of chairs are in the caretaker's room in the basement, directly opposite the elevator.

During the stay

Feel free to use the fridge, coffee machine, multimedia system and beamer (there is an operation guide in the cupboard and further explanations in the [video](#))

Tip: On hot days, lower the external blinds in good time.

We thank you for taking care to comply with the operating regulations and being considerate. Remember that for the neighbours it is very important that you are quiet after 10pm (11pm on Fridays and Saturdays) all further rules you find in the [operating regulations](#).

How to leave the room:

- Put the furniture back in place – the MZS should be as empty as possible so that the cleaning robot can do its job.
- Get the cleaning trolley, cleaning supplies, drying towels, and cleaning cloths from the cleaning cupboard in the *stroller* room.
- Clean the floor: mop the floor and wipe up liquids and other dirt with a damp cloth (cleaning trolley in the pram room).
- Wipe the toilet floor with a damp cloth if necessary.
- Check the outdoor area and leave it as you found it.
- Hang up clean, wet cloths so that they can dry.
- Take used, dirty cloths and cleaning rags home, wash them, and put them back in the cleaning cupboard.
- Empty the refrigerator.
- Dispose of ashes and waste yourself - and help us make a difference! By [separating waste](#), we can save money and reduce environmental impact together.
- Do not operate the cleaning robot yourself.
- The cleaning robot cannot work if it is sticky and needs an obstacle-free floor.



If you have any questions, or need to report a damage, please contact:
mehrzwecksaal@westhof.ch.

Thank you!