



## Office Image Checklist

Put a check in front of every item that you have.

1. As visitors approach the Cooperative Extension county office, can they:

- find the building easily
- identify Cooperative Extension as a professional organization by professional signage visible both day and night
- find a parking space
- see well-cared-for lawn and landscaping

2. At entrances, do visitors:

- find directions to each office
- find directions to meeting rooms
- find directions to restrooms
- find directions to handicap facilities
- know when and where events are scheduled
- know where to go for information

3. In the reception area/information center will visitors find:

- the area close to the main entrance
- clues to what is available; i.e., a catalog of available publications
- fact sheets and bulletins
- information racks filled and accessible
- consistent information in all publications
- loan-out materials in working order, with neat, clean packaging
- pleasant staff with a positive attitude and a professional appearance
- staff alerted to people coming in for specific materials promised by educators.

4. Throughout the building, can visitors:

- see the mission of UNH Cooperative Extension
- see information about program accomplishments through neat bulletin boards and current news clippings, awards.
- learn about coming events
- enjoy clean, orderly facilities that are in good repair
- see neat, orderly desks and offices without excessive knickknacks
- see indicators that we practice what we preach: healthy plants, nutritious snacks, recycling

Review all the items that don't have checkmarks. What items can you change? How? By when?