

Carnegie Mellon

Classroom Tips & Suggestions

1. Gather all belongings, handouts, trash and any posters displayed during your class time and remove them before you leave the room.
2. Erase the chalkboards/dry erase boards before leaving.
3. If you do rearrange or remove any furniture from the classroom, please restore the classroom. Those who use the classrooms after your class or event depend on the furniture in our classrooms. Having chairs misplaced or instructor tables missing only delays teaching. We do not have nightly staff who inspect our classrooms after classes or events to rearrange the classroom for improper set-ups.
4. If you bring in extra furniture, equipment or are bringing a table to place outside of your room for your event or class, please arrange with MediaTech and/or FMS for removal no later than the next day.
5. Leave the classroom at your scheduled time and leave the room unlocked.

Media Equipment

Classrooms are furnished with standard media equipment based on the classroom size and maintained by the Media Technology Office. If you require special equipment such as video conferencing or classroom response system or have questions about any media operation, please contact the Media Technology Office at 412-268-8855 mediatech@cmu.edu.

Locking/Unlocking Classrooms

Classrooms are opened and locked by Campus Police based on the academic calendar. Lost and found items can be claimed at the campus police office. Keys are not distributed to anyone.

Cleaning and Maintenance

Classrooms are maintained by Facilities Management who provide chalk, markers, erasers, trash and board cleaning. Building supervisors review classrooms on a monthly basis for any repair issues. Furniture is maintained and supplied by the URO. Each year, classrooms may undergo a renovation with approval and funding provided by the Educational Facilities Committee.

Non-URO Spaces

The URO is not responsible for cluster reservations or non-URO classroom spaces such as studios, labs, department-controlled spaces or lobby space. Please contact the department owning the space.