Classroom rules

Safety

- Check the local emergency procedures and assembly points
- Explain what to do in an emergency to each class
- Close windows and turn off lights and equipment(except computers) on leaving
- If the alarm sounds leave promptly

Presentation services

- Use correct dry-wipe marker pens on whiteboards
- **Do not** use permanent marker pens
- At the end of the lecture clean the whiteboard for the next person
- **Do not** write on projection screens
- Pull projection screens down carefully, do not exceed the limit of extension

Furniture and Fittings

- Return the furniture to the default layout when your class has finished
- **Do not** remove furniture from the room

Food and drink

- Food and drink, with the exception of bottled water, is not permitted in lecture theatres or PC laboratories
- It is everyone's responsibility to ensure that rooms are left clean and tidy after use and that spillages are mopped up
- There will be a charge levied for additional cleaning
- Leave the room as you would wish to find it

For help, contact:

ITS-help

Extension **6262**

ITS-help@reading.ac.uk

For bookings, contact:

Central Rooms and Timetabling Office

Extension **6506**

rooms@reading.ac.uk