

## Utilisation of timetabled teaching space

### Changeovers:

The final 10 minutes of each session is changeover time. This allows sufficient time for one class to pack away and exit the room and the next class to arrive and take their seats.

Please be respectful of the previous session, allowing the group to exit the room calmly.

Please be respectful of any subsequent session, allowing them to begin on time.

### Furniture & Fittings:

To change the layout of your teaching room, please contact [portering services](#).

If you choose to move furniture yourself, the room must be returned to its published layout by the end of the session. The layout can be seen on the Room Information Sheet, alongside the Fire Safety Instructions posted in every room.

If extra time is required for room set-up or re-set, you may need to book the room for this extra time. Please visit the [Room Booking web-page](#) for instructions

### How to seek assistance:

If there are problems with the technology, please contact [DTS](#)

If there are problems with furniture or fixtures, please contact the [Building Support Team](#)

### Other guidance:

Please do not use permanent markers on whiteboards or smartboards.

Unless previously arranged, please do not leave teaching materials, extra stationary or equipment in the room.