**Classroom Appearance & Maintenance Policy**

At the end of each class, the faculty member is expected to return the classroom to its original condition. If chairs, desks, or tables are rearranged, they should be returned for normal use. Marker boards should be erased and all equipment returned to its proper place. The instructor should request that students remove and place any wastepaper and trash in proper receptacles.

If a faculty member becomes aware of furniture or structures that are in need of repair, a maintenance request form should be submitted to the administrative assistant for the President.

*Drafted on: Source: 2014-2015 Faculty Handbook, section 7.07.8
Policy Revised:*