

# Columbia College

## Policy and Procedures

### Proper Classroom and Lab Use

**NOTE:****Must; Shall; Will:****Should:****May or Could; Can:****Clarification of Terms**These words or phrases indicate actions or activities that are *essential* or *mandatory*.

This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.

These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

## INTRODUCTION

Columbia College prides itself on being a leader in providing quality education delivered with high standards of professionalism. These standards are also reflected in the learning environment we provide—i.e. the classrooms and common areas where we interact.

The purpose of this document is to highlight the expectations and professional standards regarding the physical environment of the college. Please ensure you read the following expectations, and ensure that you are providing the leadership necessary to keep the various classrooms and labs around the College looking their best.

- Staff, faculty, and students are equally responsible for ensuring that classrooms and labs are left in a clean and orderly manner for the next group that may be using them.
- Garbage, gum, food items, etc. should be placed in the garbage – not left on top or tucked in a desk or on the floor.
- Beverage containers are to be taken from the classrooms and placed in the appropriate recycling bins located in common areas of the college.
- Coffee makers, coffee supplies, and coffee stations are not allowed in classrooms or labs.
- Furniture and other classroom equipment must not be removed from the classroom and should be returned to their original layout at the end of each class.
- Books, handouts, and other learning aids used during the class should be removed at the end of each class and not left on the tables or in corners of the classroom.
  - Note: where appropriate, learning material may be kept on the bookshelves supplied in the classrooms or labs provided that they are removed at the end of the semester in which they are being used.
  - Note: As classrooms or labs may or could be used without prior notice, outside of regularly designated time slots it is expected that faculty learning materials, learning objects, papers and exams are removed from facilitator desks and placed in bookshelves or removed from the room. Privacy laws indicate that graded (or ungraded) assignments must not to be left open in unattended classrooms.
- Whiteboards must be cleaned off at the end of each class.
- When a classroom or lab is not in use, lights shall be turned off and the door closed and locked.
- This document will be posted in each classroom and should be reviewed with students at the beginning of each semester.

It is valuable to understand and respect that each classroom and lab may host a number of different groups of learners throughout the day, evening or weekend. Maintaining a level of professionalism and cleanliness in how our classrooms and labs are presented to each group is an important reflection of our high standards at Columbia College.

### If a Classroom is not Maintained

If a room is not maintained the observer should follow these steps:

- Make note of the room in question
- Specifically note of the maintenance issue(s)
- Contact the Facility Manager

When a classroom is identified as not meeting the set criterion outlined in this document the Department Chair will be notified of this matter as soon as possible. If the issue is not rectified by the end of the next scheduled class then maintenance staff could be authorized to thoroughly clean the classroom – the Department Chair will be informed. During this clean up maintenance staff will not be held responsible for any personal items removed, discarded or lost.