

PROCEDURE FOR CLASSROOM CHECKS

KEY:

X = Problem
N/A = Not applicable
✓ = OK

Type	Description
Items correctly stored	<ul style="list-style-type: none">• Check items have been stored correctly-See Table 1• The number of dictionaries and minibboards available in each room should be identical to the room's seating capacity (see Table 2)
no. Dictionaries	<ul style="list-style-type: none">• Number of dictionaries in each room, this should be the same as the capacity of the room (see table 2)• Please move dictionaries and minibboards back to their allocated rooms if you find them in a different room
no. Minibboards	<ul style="list-style-type: none">• Number of minibboards in each room, this should be the same as the capacity of the room (see table 2)
Extra Materials in Classrooms	<ul style="list-style-type: none">• Place anything you find in classrooms that doesn't belong there in the Lost and Found box
IWB cupboards	Should be locked. If you are doing the morning checks then please open them.
Contents of IWB cupboards	<ul style="list-style-type: none">• x2 keyboards + mice• no other items should be in the cupboard
IWB Projectors	<ul style="list-style-type: none">• This should be off, if on, please turn off.
Chairs and tables	<ul style="list-style-type: none">• Ensure that classroom has right number of chairs based on class capacity-see table below• Move tables and chairs back into position when necessary to ensure general tidiness
Air conditioning	<ul style="list-style-type: none">• Check that it's working (turn on and off), contact SEEM directly if you notice a problem. Please also let the Duty Officer know (<u>by email and in person/phone</u>)• Air con should be turned off when leaving the room

Clocks	<ul style="list-style-type: none"> • Check they showing correct time, replace batteries if needed
Telephones	<ul style="list-style-type: none"> • All classrooms should have working telephones. • Check that these are working. • Also add up-to-date telephone lists
Lighting	<ul style="list-style-type: none"> • Check that all lighting is functioning properly, replace faulty lighting as necessary
Unused/Surplus electrical equipment	<ul style="list-style-type: none"> • Store these in cupboards in Delius
Walls & Surfaces	<ul style="list-style-type: none"> • Check that there is no damage that could be dangerous.
Signs	<ul style="list-style-type: none"> • Ensure that each room has the correct fire exit notice (<i>plan d'evacuation</i>),
Bins	<ul style="list-style-type: none"> • Each classroom should have both a black and green (recycling) bin plus instructions
Other	<ul style="list-style-type: none"> • any other problems or other things observed
Requires attention	<ul style="list-style-type: none"> • Does the room require more attention (have any problems been solved) Please answer "yes" or "no". If you are unable to finish a task in a room then you should create the task in ZD, or self-service portal, and assign it to Pierre
Details	<ul style="list-style-type: none"> • Give details of the problems/issues observed
management informed	<ul style="list-style-type: none"> • <u>FM manager should be informed of problems/issues as indicated in the list above.</u>
Date sent	<ul style="list-style-type: none"> • Date at which management was informed
Problem resolved	<ul style="list-style-type: none"> • Have all the problems you noticed been resolved?, please enter yes or no
By who	<ul style="list-style-type: none"> • who finally resolved the problems
Date resolved	<ul style="list-style-type: none"> • Date at which the problems were resolved
Details	<ul style="list-style-type: none"> • Give any useful details concerning the solutions found

TABLE 1:

ROOMS	Table 1: Where to Put Dictionaries, Miniboards and Hole Punchers
Red	Dictionaries in cupboards further to the left under eaves. Miniboards and hole punchers on top of this cupboard
White	Everything on Shelves
Purple	Dictionaries on small set of shelves. Move this to front of class. Miniboards etc beside shelves
Blue	Dictionaries on Shelves. Miniboards on top of shelves
Orange	Cupboards nearest IWB wall. Place material that's in there in new storage space outside Vincent's office
Yellow	Cupboard
Stevenson	N/A
QB	Spare table in alcove for all equipment
Brunel	Smallest cupboard nearest door
Crystal	Shelves
Mezz 1	Store dictionaries where shelves are by phone Miniboards on teacher's desk
Mezz 2	Store dictionaries and miniboards in cupboard under window
VW	Everything in Shelves in Alcove

TABLE 2:

Rooms Seating Capacity	No. of chairs
White	12
Purple	18
Orange	16
Yellow	17
VW	18
Red	15
Mezz 1	18
Blue	16
Mez 2	14
Brunel	16
QB	16
Crystal	18
Stevenson	19/20 (Sat and Wed)

