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COMMONS

COMMONS MAINTENANCE GUIDELINES
Students, please help your teachers!

During use:

- Teacher should be present and monitoring student conduct
- Ensure classroom doors and walkways are not blocked to allow easy egress from classrooms
- Do not remove furniture or borrow from adjacent classrooms or other areas.
- Report technology and/or internet access problems by email to the Tech Team.
- Restock printer paper, if needed.

cklist at the end of class:

Move furniture back to its original location
rase the whiteboard and return whiteboard markers and erasers to storage
g off the desktop computer
ure laptop carts are plugged in and in # order at the end of class, and cabinets are locked
are all trash is picked up