

UNIVERSITY OF NORTH CAROLINA GREENSBORO

University Classroom Support

The Office of Space Utilization and Planning (OSM) works in conjunction with the Registrar, Facilities Operations, Classroom Technology Services, and the Office of Environmental Health and Safety to ensure correct seat count and general upkeep for all University classrooms. University classroom seat counts are determined by The Office of Environmental Health and Safety to comply with North Carolina Fire Safety Code.

Seat Count and General Maintenance:

OSM will provide classroom counts to Facilities Operations at least two weeks prior to the beginning of each semester. Facility Services routinely performs floor care within two weeks of the start of semester. During this time seats will be counted and compared to the number of actual seats with the number required. If the seat count doesn't equal or if it exceeds seating requirements, OSM and Facilities Operations will work together to have furniture moved or replaced.

Classroom Technology Services is responsible for all maintenance and replacement of technology in Registrar owned classrooms.

Should seat count change for any classroom, all groups will be notified prior to the beginning of the next semester.

Seating and Classroom Furniture Condition Assessment and Repairs:

OSM & Facilities Operations will conduct yearly classroom assessments. At least one month prior to the beginning of the fall semester and immediately after the end of the fall semester, Facilities Operations will also check classroom furniture to see if repairs need to be made. Broken items that are beyond repair will be replaced by funds secured from the Provost's Office. OSM will coordinate all classroom furniture purchases, delivery and installation. Furniture that can be repaired will be coordinated by Facilities Operations.

Moving of Classroom Chairs and Desks: Facility Services will move a limited number of chairs and desks within a building at the beginning of semester as needed. Furniture being moved between buildings will require outside movers in most cases. OSM will coordinate these types of moves.

Faculty should never remove or add classroom furniture without prior authorization. The Registrar's office sends an e-mail to every department at the beginning of each semester

asking that no chairs be moved after seat counts have been verified. If faculty wish to enroll more students in a particular course than the number of seats in the assigned classroom, faculty should work with the Registrar's Office to identify a new classroom that will provide the proper seat count.

Reporting of Classroom Issues by Faculty or Departments:

Faculty or departments may contact the Office of Space Utilization and Planning at osm@uncg.edu with any classroom furniture issues. OSM will then triage the issue and take necessary steps to have furniture repaired or replaced.

Classroom Technology Services should be contacted for any technology issues. (334-5207) or (https://its.uncg.edu/Classroom_Technology/support/)

For general maintenance issues faculty or departments should contact the Customer Service Center by calling (334-5684) or by other methods described at <https://facoperations.uncg.edu/request-service/>