

USP Faculty Guide for Reporting Classroom Problems

Prepared by Teaching Environments Committee in consultation with Facilities Services

If you experience any type of classroom infrastructure problem involving items such as:

- Burned out lights
- Electrical problems
- HVAC concerns
- Improper cleaning or maintenance
- Broken furniture
- Damage to the room itself
- Water damage
- Broken ceiling tiles
- Clocks not set correctly

Please report the Building and Room Number directly to Facilities Services by:

E-mail to: repairs@usip.edu
Call in to: ext. 8955, or ext. 8956
Written memo to: Facilities Box 86

Facilities Services does not mind the same problem being reported by multiple instructors.

If you experience any type of classroom problem involving:

Multi-media, or AV equipment, such as:

- Burned out lamps in projectors
- Any projector problems (can't focus, missing parts, etc)
- VCR/DVD, or monitor problems
- Difficulty with multimedia projection systems
- Computer problems with hardware or software
- Ability to access the USP network from any individual classroom
- Operation of sound systems
- Dead batteries in remotes or wireless mikes

Please report the Building and Room Number directly to the Learning Resource Center by:

E-mail to: avrequest@usip.edu
Call in to: ext. 8993 -- (by far the quickest way to get prompt service)
Written memo to: LRC Box 119 -- (by far the slowest way to reach LRC)

Learning Resource Center does not mind the same problem being reported by multiple instructors.