

SUBJECT: FURNITURE & FACILITIES MANAGEMENT

Furniture, fixtures and equipment are not to be moved from one room or area to another without the explicit approval of the Facilities Department. If teaching spaces are not suited to the needs of a class, or some other function, it should be discussed with the Registrar's Office and/or the Facilities Department. Furniture, fixtures or equipment that is moved unofficially from one area to another leads to loss of warranty, difficulties with fire and safety regulations, expenditure of repairs and disruption of classes.