In an effort to maintain the University’s academic space scheduled by the Registrar’s Office, please be mindful of the following check-list of items:

- If you have a need to readjust the furniture in the room, we ask that you please restore it to its default configuration. See Appendix A for information on classroom setup styles.
- Please do not move furniture from one room to another.
- Please close windows and doors when exiting a room.
- Please do not use permanent markers or abrasive cleaning products on whiteboards.
- If assigned to a classroom with a technology cabinet (e.g., Massry Center for Business, Building 25, and select classrooms in the Humanities Building), please return the equipment to the cabinet and ensure that the cabinet door is secured (locked) after each use. Lift the projection screen(s) and turn off the projector(s) and lights using the touch panel (Crestron unit) after class. Please make sure that the items are placed on their respective recharging racks so they are available to other users.
- To report facility, furniture, or reasonable accommodation problems in rooms scheduled by the Registrar’s Office, please call 518-442-3480 or e-mail customerservice@albany.edu.
- To report classroom technology problems:
  - Uptown: Call 518-442-3647 or e-mail smartclass@albany.edu.
  - Downtown: Call: 518-442-5112 or e-mail orderav@albany.edu
  - Health Sciences Campus: sphtechs@albany.edu
- Please be aware that each classroom managed by the Registrar’s Office now has signage that includes the nearest Emergency Phone and AED (Automated External Defibrillator).

If you have any questions on the room you are assigned, please contact the Registrar’s Office at scheduling@albany.edu.
Appendix A

The University has designed some of its classrooms to allow for flexibility and to enable multiple room layouts in order to meet the needs of a variety of teaching pedagogies. There are certain classroom layout changes that can be made on-demand by users of classroom space. For example, students and faculty can move tables and chairs, in a basic classroom, from a lecture format of straight rows to a forum format of U-Shaped rows within a class period. If you have a need to readjust the furniture in the room, we ask that you please restore it to its default configuration. In most cases, this means individual desks in rows facing front. In the case of round or rectangular tables, this means desks with a normal distribution in the room and chairs placed 5 or 6 around each table.

**Academic Space – Default Setup Styles**

- **Sample U-Shaped**
- **Sample Classroom Style**
Appendix B

Uptown Campus Contact Information for Technology or Facility Issues, and Emergencies.

TO REPORT CLASSROOM TECHNOLOGY PROBLEMS
Call: 442-3647
smartclass@albany.edu
Support Hours 7:30 AM to 7:30 PM Mon-Thurs
7:30 AM to 4:30 PM Fri

TO REPORT FACILITY, FURNITURE, OR REASONABLE ACCOMMODATION PROBLEMS
Call: 442-3480
customerservice@albany.edu
Support Hours: All

EMERGENCIES
Call: 911
UNIVERSITY POLICE DEPARTMENT
(518) 442-3131
Downtown Campus Contact Information for Technology or Facility Issues, and Emergencies.

TO REPORT CLASSROOM TECHNOLOGY PROBLEMS
Call: 442-5112
orderav@albany.edu
Support Hours 8:30 AM to 7:30 PM Mon-Thurs
8:30 AM to 4:30 PM Fri

TO REPORT FACILITY, FURNITURE, OR REASONABLE ACCOMMODATION PROBLEMS
Call: 442-3480
customerservice@albany.edu
Support Hours: All
EMERGENCIES
Call: 911
UNIVERSITY POLICE DEPARTMENT
(518) 442-3131
Appendix D

Health Sciences Campus Contact Information for Technology or Facility Issues, and Emergencies.

TO REPORT CLASSROOM TECHNOLOGY PROBLEMS

sphtechs@albany.edu
Support Hours 8:30 AM to 5:00 PM Mon-Thurs
8:30 AM to 4:30 PM Fri

If not available:
Call: 442-5112
orderav@albany.edu
Support Hours 8:30 AM to 7:30 PM Mon-Thurs
8:30 AM to 4:30 PM Fri

TO REPORT FACILITY, FURNITURE, OR REASONABLE ACCOMMODATION PROBLEMS

Call: 442-3480
customerservice@albany.edu
Support Hours: All

EMERGENCIES

East Greenbush & Schodack Center Police

Cellphone: 518-479-1212
Telephone: 911