Classroom Maintenance

What: MATC needs your help to maintain the condition of classrooms. Please report any of the following to your supervisor, using the Internal School Requisition:

1. Hazardous or unsafe conditions.
2. Damage to a room, or equipment.
3. Irregularities in plumbing or electrical service (Engineering Services), including burned-out lights (Utility Services).
4. Depleted supply of chalk or other supplies normally present in the room, shop, or laboratory.

Please leave classrooms in good condition at the end of every class session by:

1. Erasing chalkboards.
2. Returning classroom furniture to its original position.
3. Closing and locking all windows.
4. Adjusting shades.
5. Returning room equipment and supplies.
6. Turning off all lights.
7. Closing and locking the classroom door.

Who: On the Milwaukee Campus, report problems with plumbing or electrical service to Engineering Services, Ext. 76677, Room A2A

Report burned-out lights to Utility Services, Ext. 76414

Mequon Campus Ext. 82305 Rm A138A
Oak Creek Campus Ext. 54618 Rm A128
West Allis Campus Ext. 65311 Rm 217