

Broken Classroom/Laboratory Furniture

Classroom/laboratory furniture (i.e., chairs, desks, tables) often become defective through repeated use. University policy is to take these pieces of equipment out of service as soon as they are found to be defective. Users of the equipment are usually the first to notice that a piece of furniture is broken. In order to avoid injuries it is essential that broken furniture be identified and removed from service as soon as possible. Under no circumstances should an individual use a piece of furniture that is broken. Therefore, immediately inform your instructor of any furniture that is in need of repair. Your instructor will obtain a "red tag," available from any University academic office, and attach it to the defective piece of furniture to identify it as being "out of service". The furniture should then be moved into the hallway. University maintenance personnel will remove the furniture from the hallway so that it can be repaired or discarded. Your participation in this program is important to help us assure a safe environment. Your cooperation is greatly appreciated.

June, 1997