

ARTICLE \_\_\_\_

**CLASSROOM AND STUDIO MAINTENANCE**

A. Longy will provide clean and organized teaching spaces of the appropriate size and containing the appropriate equipment based on class needs. There will be sufficient chairs, desks and music stands, as well as enough space for the given class size. If the class involves listening to recorded music or watching video as part of the syllabus, the administration will provide a classroom that has a built-in audio/video system including the cords necessary to connect Macintosh or PC laptop computer audio or video output to the audio/video system. If the class is a performance class involving ten or more students, the administration will provide the set-up and tear-down of all chairs and stands, before and after the scheduled class time respectively.

B. A committee of faculty and administration shall determine policies regarding best practices of room usage.

C. All members of the Longy community are asked to treat School property, including the buildings, their contents, and the grounds, with respect and care.

D. Requests for maintenance and repairs should be submitted in writing on paper or e-mail to the Director of Operations. The Director of Operations will respond to each maintenance request, in writing on paper or e-mail, indicating when the problem will be addressed and other appropriate information.