



# Use of Teaching Space - what you need to know

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## ACCESS TO TEACHING SPACE

### Centrally managed

*Swipe card:* Your staff card gives access to all centrally managed teaching space

*Key lock:* Ask your school's Key Controller for an 'LT' key prior to your first class

### School / college speciality

*PC labs, studios, workshops etc*

May require a different key or means of access. Ask your School's Key Controller

### Problems?

Contact your School's Key Controller prior to Security

Security's focus is campus safety. Access issues may not get immediate response

## AV or TECHNOLOGICAL DIFFICULTY

Contact ITS on 992 58888 from classroom desk phone to gain priority assistance

## FACILITY ISSUE

*Let Property Services know about things needing attention – we will FIX IT*

**Report broken fitting or fixture, air con / heating, leaks or hazards, lifts etc**

**Requests can be logged 24/7** (actioned during BH)

1. **Online** via Property Services web portal [maintenance.rmit.edu.au](https://maintenance.rmit.edu.au) (staff login)
2. Contact Property Services via **email** [propserv.service.desk@rmit.edu.au](mailto:propserv.service.desk@rmit.edu.au)
3. Contact Property service desk via **phone** on 992 52111

## FURNITURE ISSUES

*All centrally managed classroom furniture is reset bi-monthly on a rolling schedule*

1. **Avoid removing** tables / chairs from teaching spaces - this disrupts other users
2. **Return room to original layout** at the end of class - this assists other users