RMIT Timetablers
Quarterly Meeting
March 2011
Lessons from the First week...

• Furniture, furniture, furniture...
  – Not enough
  – Too much
  – Chairs in theatres
  – Tables piled in corners

• Encourage your teaching staff to visit their scheduled space prior to the commencement of classes.

• Check growing student numbers daily, in the lead up to and during the first week of classes.
Naming Conventions in S+

• Syllabus Plus data used by other systems and departments.

• NO punctuation in the Description.

• Activity names are to be broken ONLY with hyphens

eg. ABCD-1234-S1-D-L01
# Daily AV Report

**RMIT University**

**Preventative Maintenance Status Report**

**Description:** Preventative Maintenance Status Report

**Selection Criteria:**
Serviceability Status In List [Unservicable, Reduced Serviceability]

<table>
<thead>
<tr>
<th>Location</th>
<th>Serviceability Status</th>
<th>Engineer</th>
<th>Expected Serviceable</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>008.08.044</td>
<td>Reduced Serviceability</td>
<td></td>
<td>2/03/2011 2:23:54 PM</td>
<td>Intermitten issues with interactivity of team boards</td>
</tr>
<tr>
<td>010.09.008</td>
<td>Reduced Serviceability</td>
<td>Andries Dormehl</td>
<td>3/12/2010 5:59:29 PM</td>
<td>The main projector in this room is overheating in the cage. We are busy with a solution to this</td>
</tr>
<tr>
<td>013.01.002</td>
<td>Unservicable</td>
<td></td>
<td>31/01/2011 5:18:32 PM</td>
<td>Requested by Mike Hannibal to remove lectum monitor arm for Bundoora campus lecture</td>
</tr>
<tr>
<td>201.05.021</td>
<td>Unservicable</td>
<td>John Giadinoto</td>
<td>14/12/2010 1:45:51 PM</td>
<td>no projector in room. pls test</td>
</tr>
<tr>
<td>515.03.004</td>
<td>Unservicable</td>
<td>Pramod Renikindi</td>
<td>6/09/2010 9:39:58 AM</td>
<td>waiting on globe</td>
</tr>
</tbody>
</table>

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End of Report
Room Audit - March 21 - 25

Be Prepared:

- Set your activity capacities to match the enrolled student numbers.

- Remove any week the space is not being used from the activity. (Placements, excursions etc)

- Delete cancelled courses/activities.
Collaborative and Lectorial Space

Collaborative Teaching Space
Lectorial Theatres
Tricks and Tips

- Removing weeks from a named availability:
Next Meeting

Thursday 9 June

Location to be advised
Thanks for your attendance

From the Central Timetabling Office