

## **09:08:01:00 Facilities (Room) Arrangement**

### **Purpose:**

The purpose of this policy is to establish proper procedures for requesting services needed from the Physical Plant Department with regard to changes in the arrangement of the furniture in the rooms at all DSCC locations.

### **Scope:**

This policy applies to all individuals using DSCC facilities.

### **Policy:**

This policy provides for documentation of the types and quantities of services requested as outlined below. Users should understand that all facility events and classroom arrangements must be in accordance with city and state safety standards.

Requests for room setup changes must be made using the event planning form located at MyDSCC on the Dyersburg State Community College website. Instructions to complete the task should contain as much detailed information as possible and must be submitted at least 24 hours in advance of needed services.

Physical Plant requests for other services are made by completing and submitting an IssueTrak form located at MyDSCC on the Dyersburg State Community College website or at <http://support.dsccl.edu> from within the DSCC local area network.)

### **Compliance:**

All DSCC faculty and staff, as well as individuals contracting to use DSCC facilities, are expected to adhere to this policy.

### **Definitions:**

**IssueTrak** – The electronic form for submitting work order request.

**Event Planning Form** – The electronic form used for submitting event setup request.

**Safety Standards** – Used to protect people based on building construction, protection, and occupancy features that minimize the effects of fire and related hazards.

## **Revision History:**

Policy created December 2004. Policy updated 11/05/2013; approved of Administrative Council 5/30/2014

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**Dyersburg State Community College**

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