

HYBRID COMPUTING LAB SET-UP



The Hybrid Computing Lab is a shared facility amongst the Faculty of Communication and Design's Graduate and Undergraduate programs. As a courtesy to all users of the lab we ask that users of the room return its furnishings to their home position at the end of each booking as pictured above. **Returning the room to its home position includes:**

- Positioning all tables and chairs in a "pod" formation (see photograph).
- Disconnecting table based electrical connections from floor boxes and ensuring all floor box covers are in place and seated correctly.
- Picking up and storing protective floor materials.
- Retracting the movie screen, opening the blinds and turning the room lights off.
- Locking cabinets and placing them in their default positions (see photograph).
- Cleaning the whiteboard and parking it on the east wall (see photograph).
- Positioning the instructor table and chair on the east wall (see photograph).
- Removing debris from the room (food items, paper, building materials etc.) and placing it in the hallway garbage containers.

To arrange for the delivery of projector carts in advance of class, report room not returned to "home" state or report any missing room inventory, please contact the New Media Facility Assistant at ext. 7143

Room Inventory - 10 mobile tables, 31 chairs, 1 whiteboard, 2 dry erase markers, 3 coloured dry erase markers, 1 whiteboard eraser, three cabinets and 1 instructional desk

Please note protective floor and desk materials must be in place when soldering