

# EFP PRODUCTION AND PRACTICE LAB SET-UP



The Electronic Field Production and Practice 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;**

- Stacking all folding chairs onto the storage cart and return to --or park storage cart outside of-- storage cupboard.
- Portable movie screen retracted into base case, case snapped shut and returned to --or placed outside of-- storage cupboard.
- Whiteboard cleaned and parked along west wall
- Instructor table and lectern parked along west wall next to whiteboard.
- All debris removed from room (paper, building materials etc.) and placed in hallway garbage containers.
- Ensuring all carpet tiles are seated correctly.
- All room blinds fully opened and room lights off.

**To arrange for the delivery of projector carts and/or movie screens in advance of class, report room not returned to "home" state or report any missing room inventory, please contact Jeremy Littler, New Media Lead at 2222**

**Room Inventory** - 40 folding chairs on mobile cart, 1 whiteboard, 2 dry erase markers, 1 whiteboard eraser, and 1 instructional desk.