



PROCEDURES FOR TLC SANDBOX EXPERIMENTAL SPACE

BEFORE ANY EVENT:

- / Turn on room lights. To adjust dimming, press-and-hold large button to ramp-up (top of button) or ramp-down (bottom of button) lighting.
- / Note temperature and humidity on paper log near sliding glass door.
- / Turn on Keurig & refill water reservoir (water refill station located by bathrooms on opposite corner of building).
- / Turn on PC and log in with WVU credentials.
- / Turn on AV System using the touch panel controller. Note: if a student station isn't turning on, check its power strip is on (on back of device).
- / Check tables, chairs, whiteboards, markers, and other materials you may need for your class/event are in place and arranged as needed.
- / Unlock doors, but it is advisable to keep doors closed to reduce noise leaking into student study areas.

AFTER ANY EVENT

- / Log out of PC.
- / Power off wireless mouse and keyboard.
- / Shut down AV System using touch panel controller.
- / Turn off Keurig & tidy coffee station.
- / Return tables and chairs back into normal position.
- / Clean up coffee rings, spills, or discarded trash on/around tables.
- / Check that whiteboards are erased, and markers are capped.
- / Take trash bags out to library trash receptacles and replace liners.
- / Please note temperature and humidity on log by sliding glass door.
- / Lock doors and turn off lights.
- / Please provide feedback about your Sandbox experience by email at TLCcommons@mail.wvu.edu

ROOM CONTACTS

AV System Support	Classroom Technology (CTec)	304-293-2832, ext 2
Room Scheduling	Teaching & Learning Commons	304-293-5824
Security Issues	WVU Police	304-293-COPS



For more info visit
<https://TLCcommons.wvu.edu/sandbox/experimental-space>