SOP: Classroom Setup and Resource Allocation Guidelines

This SOP defines the **classroom setup and resource allocation guidelines** to ensure an efficient and conducive learning environment. It covers seating arrangements, equipment placement, technology integration, and resource distribution to optimize space utilization and accessibility. The guidelines also address inventory management, maintenance schedules, and protocols for requesting additional materials, aiming to support both instructors and students effectively throughout the academic term.

1. Purpose

To standardize the classroom setup and resource allocation process to maximize learning effectiveness, safety, and accessibility for all users.

2. Scope

Applicable to all classrooms and instructional spaces across the institution for the duration of each academic term.

3. Responsibilities

- **Facilities Team:** Room setup, equipment installation, and general maintenance.
- **IT Support:** Installation and maintenance of technology/equipment.
- **Faculty/Instructors:** Reporting needs, using allocated resources appropriately, and submitting requests for additional materials.
- **Inventory Manager:** Tracking, recording, and ordering resources and supplies.

4. Procedure

1. **Classroom Setup**
   - Arrange seating to ensure visibility, accessibility, and comfort based on class size and teaching method (lecture, group work, etc.).
   - Maintain clear pathways for movement and emergency exits.
   - Check that all furniture and fixtures are in safe, functional condition.
2. **Equipment Placement & Technology Integration**
   - Place instructional technology (projectors, smart boards, computers) at designated locations for optimal visibility and utility.
   - Install and test all devices before the start of term. Ensure necessary connections (internet, power) are in place.
3. **Resource Distribution**
   - Prepare and distribute required teaching materials (books, handouts, stationary) ahead of class start.
   - Allocate resources equitably based on class needs.
4. **Inventory Management & Maintenance**
   - Maintain an updated inventory list of furniture, technology, and supplies.
   - Conduct regular checks (monthly/termly) for repairs or replacements.
   - Schedule preventive maintenance for all equipment.
5. **Requesting Additional Materials**
   - Faculty/staff submit requests via the official Resource Request Form.
   - Requests reviewed and fulfilled by the Inventory Manager within 3-5 business days.

5. Documentation

- Classroom Setup Checklist
- Equipment Maintenance Log
- Inventory Register
- Resource Request Forms

6. Review & Updates

This SOP shall be reviewed annually or as needed to ensure continued relevance and effectiveness. Updates are to be

communicated to all relevant stakeholders.

7. Contact Information

Role	Name/Title	Contact
Facilities Manager	John Doe	facilities@example.edu
Inventory Manager	Jane Smith	inventory@example.edu
IT Support Lead	Alan Johnson	it.support@example.edu