



## Classroom Furniture Accommodation Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

EMPL ID: \_\_\_\_\_ Quarter/Year: \_\_\_\_\_

Cal Poly Email: \_\_\_\_\_ Day/Cell Phone: \_\_\_\_\_

**Furniture Request:** (chair, table, podium/lectern, other)

Building & Room #	Day/Time Class Meets	Type of furniture	Placement (front/back of room)
1)			
2)			
3)			
4)			

**Note:**

- Check current classroom arrangements for each of your classes prior to the beginning of the quarter to determine what is already there
- Complete and submit Furniture Request Form as soon as you know there is a need (prior to the beginning of each quarter)
- Notify DRC as soon as possible if you drop a class in which you requested furniture placement, or if a class is re-located
- Be aware that it may take up to two weeks for furniture requests to be honored
- Report difficulties or problems to your DRC Access Specialist as soon as possible