

## Heard, Julia

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**From:** Office of the MSU Provost <provost@montana.edu>  
**Sent:** Wednesday, August 25, 2021 1:13 PM  
**Subject:** Classroom Capacity - missing and broken chairs

Dear Colleagues,

We are excited to start a new semester and welcome our new and returning students. As a reminder, with the return of students to in-person classes, we would appreciate your assistance in ensuring that classroom furniture is not relocated to different rooms. Moving furniture and desks creates an additional burden on our short-staffed and hardworking custodians. Classrooms have precise desk seating requirements. We ask your assistance to make sure that we maintain the correct number of seats in every classroom.

Please do not move desks or chairs out of any classrooms, because this results in issues being transferred to your faculty colleagues who teach after you and to MSU staff. ADA desks have been placed throughout many of our classrooms with specific goals to ensure all students have proper access. Please leave these desks in place and refrain from utilizing them as a teacher's desk.

There have been a few reports of rooms with either broken or missing chairs. If you encounter this in any of your rooms, please report the issue to [coursescheduling@montana.edu](mailto:coursescheduling@montana.edu).

By reporting issues to [coursescheduling@montana.edu](mailto:coursescheduling@montana.edu) we will best be able to ensure that each room has the proper number of desks and chairs, and ADA accessible seating.

Thank you for all that you do.

Sincerely,

Tony Campeau  
Registrar