



教室使用规定/ Classroom Usage Guidelines

日期/Date: _____

教室号码/Room # _____

班级/Class: _____

Item	Situation	是/Yes	否/No
1	上课前检查教室是否有异样需报告学校? (若有请立即与办公室联系) Are there any special conditions that require immediate reporting to school before the class?		
2	上课前请先拍照, 尤其如果需要移动桌椅或其它任何物件, 以便课后归位。 Prioritize taking pictures before the class, especially if there will be any rearrangement of tables or chairs.		
3	请保留白板上原有的文字内容。 Kindly refrain from erasing the content already written on the whiteboard.		
4	下课时确认白板上课时所写文字已擦干净。 At the end of the class, please confirm that the words written on the whiteboard during the class have been erased.		
5	下课时确认桌椅归位。 Please ensure that the tables and chairs remain in their original positions after the class.		
6	下课时请确认没有移动任何物件或任何文具。 Please ensure that no items are moved or supplies are used in the room.		
7	下课时请拍照存档至少一周。 At the end of the class, please take photos and archive them for at least one week.		
其它注意事项/ Other Considerations			