<table>
<thead>
<tr>
<th>Issues with:</th>
<th>Who to Contact</th>
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</table>
| **Academic Rooming Issues - Fall, Winter, Spring & Summer**  
- Fall, winter, spring & summer academic class scheduling issues  
- Fall, winter, spring & summer ad hoc room requests | **Academic Scheduling**  
Adam Lutzow - Scheduling Supervisor X4985  
Liz Adams - Scheduling Coordinator X5501  
David Fletcher – Scheduling Assistant X5531  
Ridley Williams – Scheduling Assistant X3513  
ARRscheduling@pdx.edu |
| **Event Room Needs – Non-academic**  
- Scheduling non-academic (not connected to a CRN) events  
- Scheduling any rooms in Smith (SMSU)  
- Any concerns with room needs related to a scheduled non-academic event. | **Conferences & Events**  
435 SMSU X2663  
conferences@pdx.edu  
http://www.pdx.edu/conferences/ |
| **Technology Services**  
- Questions on software for a class  
- Computer lab questions | **Instructional Technology Services**  
Taylor Ellsworth X9104  
itcchroom@pdx.edu  
https://www.pdx.edu/oit/classrooms |
| **Technology/AV Equipment Needs**  
- Technology training for faculty on specific rooms, as well as particular pieces of equipment  
- Order technology for a classroom  
- Order AV equipment: TV, VCR, DVD, Projector, Etc  
- Find out if AV and/or tech equipment can be delivered to a specific classroom  
- Problem with technology equipment in classroom | **Classroom Audio Visual Services**  
SMSU 1 X9100  
av@pdx.edu  
https://www.pdx.edu/oit/audio-visual-services |
| **Physical Building Issues**  
- Custodial & maintenance services  
- Room temperature  
- Broken facilities & fixtures  
- Room cleaning  
- Lighting  
- Room layout  
- Extra chairs  
- Easels  
- Podiums | **Facilities & Planning**  
X3738  
https://www.pdx.edu/facilities/home  
Submit a work order request at:  
https://bedrock.psu.ds.pdx.edu/aim  
Or call X2FIX  
NOTE: for after hour emergencies, contact Campus Public Safety |
| **Disability Room Issues**  
- Questions regarding disability issues for students | **Disability Resource Center (DRC)**  
116 SMSU X4150  
TTY: (503) 725-6504  
drc@pdx.edu  
http://www.drc.pdx.edu/  
Campus access maps:  
http://www.pdx.edu/floorplans/campus-map |
| **Safety and After Hours Room Access**  
- Contact if a room is locked before or after regular campus hours  
- Safety Issues | **Campus Public Safety**  
148 SH X4407  
Emergency X4404  
cpso@pdx.edu  
http://www.pdx.edu/cpso/ |