

Contacts for Room Issues

Academic Rooming Issues (all terms)

For issues with any academic class scheduling issues, please contact the Academic Scheduling team:

- Adam Lutzow, Scheduling Supervisor lutzow@pdx.edu, x4985
- David Fletcher, Scheduling Assistant flet2@pdx.edu, x5531
- Kirsten Hendrickson, Scheduling Assistant khend2@pdx.edu, x3513

Academic Scheduling e-mail: ARRscheduling@pdx.edu

Event Room Needs (Non-academic)

For event room needs (non-academic uses) such as

- Scheduling non-academic events (events not connected to a CRN)
- Scheduling any rooms in Smith (SMSU)
- Any concerns with room needs related to a scheduled event

Please contact:

Conferences & Events
SMSU 435
(503) 725-2663
conferences@pdx.edu
<http://www.pdx.edu/conferences>

ICCH Computer Labs

For general computer lab questions or to request specific software installation in a computer lab for class, contact:

Instructional Technology Services
(503) 725-9104
icchroom@pdx.edu
<https://www.pdx.edu/oit/classrooms>

Technology/AV Equipment Needs

For technology and audio visual equipment needs such as:

- 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 a classroom

Please contact:

Classroom Audio Visual Services
SMSU 1

(503) 725-9100

av@pdx.edu

<https://www.pdx.edu/oit/audio-visual-services>

Physical Building Issues

For physical building issues such as:

- Custodial & maintenance services
- Room temperature
- Broken facilities & fixtures
- Room cleaning
- Lighting
- Room layout
- Extra chairs
- Easels
- Podiums

Please contact:

Facilities & Planning

(503) 725-3738

<https://www.pdx.edu/facilities/home>

You can submit a work order request:

1. On their website at <https://bedrock.psu.ds.pdx.edu/aim>
2. Call (503) 725-2349 (2FIX)

Disability Room Issues

For questions regarding disability issues for students, please contact:

Disability Resource Center (DRC)

SMSU 116

TTY: (503) 725-6504

drc@pdx.edu

<http://www.drc.pdx.edu>

Campus access maps can be found at <http://www.pdx.edu/floorplans/campus-map>

Safety & After Hours Room Access

For any safety issues and/or after hours room access requests, please contact:

Campus Public Safety Office (CPSO)

SH 148

Non-Emergency: (503) 725-4407

Emergency: (503) 725-4404

<http://www.pdx.edu/cpso>