



Army Education Center Classroom Rules

- A. Chairs are to be placed back under the table as they were found.
- B. 4 Chairs per long table and 2 chairs per short table.

- C. Turn off computer and monitor at end of class

- D. Turn off projector at end of class, pull screen back up so it is not covering the dry erase board.

- E. Clean dry erase board at end of class (using cleaner and eraser provided)

- F. Take out trash from classroom

- G. If you find any equipment not working please notify the ACES Office immediately

- H. Insure before leaving your classroom is locked.

- I. Last person leaving insure that all hallway lights are turned off.

- J. Instructors will communicate with each other to determine who will depart the education center last. The last person leaving must sign/date/initial the security checklist post on the next to the NW door exit.

The Instructor is responsible to follow the rules provided.
Please direct questions to the ACES office.