

德立華中文學校

Chinese School of Delaware

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Facility usage guidelines

Following are guidelines for using the Chinese American Community Center facility. Please understand that this is a shared facility and all of us should have the courtesy to help the upkeep of the facility.

1. Please arrive few minutes earlier to ask school staff to open the classroom door (door will not open unless the teacher is present). Please thoroughly examine the classroom and report any damage, unusual settings, or cleanliness issues to the principal to be logged.
2. Please do not adjust any thermostat settings in the classroom. The settings are fixed and pre-programmed. Any adjustment will not work but cause central computer malfunction.
3. Air conditioner is located at each classroom. They are not controlled by the wall thermostat. If the weather is hot or humid, you may turn the air conditioner on and please wait for few minutes for it to work. If temperature remains high, please notify the principal immediately. Do not adjust wall thermostat.
4. At the end of the day, please thoroughly examine all furniture arrangements, floor cleanliness, and make sure all doors (including the back door) are securely locked. Please lock the door on your way out. This means you should be the last person leaving the room.