New OBHS Staff FAQs
2015/2016 (Revised Aug 2015)

ADVISORY/ FOCUS BLOCKS/ FOCUS BLOCK PREPS
Please see separate staff FAQ sheets for these on staff area of website.

COMPUTERS

1. **Bookable computer labs**
   There is a teacher bookable desktop computer lab on each floor. They are booked on the staff secure area of our website.

   First Floor:
   - Library (20 computers)
   - Room 120 off of the Library (30 computers)

   Second Floor:
   - Room 200 (30 computers)

   Third Floor:
   - Room 302 (20 computers)

2. **Computers on Wheels (COWs)**
   There are 6 teacher-bookable, 15-notebook computer COWs, each in a rolling cabinet. They are booked on the staff secure area of our website. Please ensure that they are always supervised when in use, and returned in the full set to its assigned storage area with each computer plugged in.

Back To Category

LLTP18-B - 18 Laptop / Chromebook Charging Station

- The LLTP18-B is the perfect solution to charging and securing up to 18 laptop / tablets.
- Cabinet and laptop shelf come fully assembled.
- The rack shelves are 20"W x 16"D. Each shelf holds up to 9 laptop / tablets (12"H of top clearance).
- Each rubber-coated divider is 1¾: apart to keep your equipment organized and protected.
- Bottom shelf space is perfect for storing accessories and equipment (4½"H of top clearance).
- Includes vertical electrical outlets for maximized space. Electrical cords can remain powered through two small holes on the bottom of the unit.
- Plenty of ventilation allows air to circulate freely through the unit.
- Includes four 4" full-swivel ball-bearing casters, two with locking brake.
- The locking doors include a traditional lock and key system, Includes a set of two keys.
- Dimensions: 25"W x 21 1/8"D x 39¾"H
- Weight: 84 lbs.

LLTP18-B

Third Floor:
2x 15 computer COWs stored in Room 300 (Roxanne ensure COWs are returned and charged at the end of each day)

Second Floor South:
2x 15 computer COWs stored in Room 211 (Scott/Keith ensure back and charged at end of each day)

Second Floor North:
2x 15 computer COWs stored Room 216 (Trevor ensure back and charged at end of each day)

Please note these are fast netbooks that <u>do not use</u> Microsoft Office suite.
For word processing, they require students to access a Google account and to use Google Apps for Education programs such as Google Docs. Google Docs will load Word documents and save in Word, as preferred.

FOLDING DOORS

The folding doors seem to work very well. As they get broken-in (not broken!), they will slide and seal increasingly smoothly and easily. Please let admin know if you have difficulties with yours.

Please note: The overhead lights have been hung quite low in the new school, so please take extra care as you move the folding walls. In some rooms, there is a chance that they could hit a light.

Closing (takes about five minutes once you have done it a couple of times. You will need the hand crank provided – please keep it safe):

1. Open the right storage door, pull up on the floor lock behind the left storage door and open it

2. Gently pull the first pair of doors out of the storage area, straighten them (so no longer folded) and push them across the room until gently pressed up against the far wall. Push firmly and sharply so that they seal top and bottom.

3. Pull the next pair of doors out, straighten them and push them until the steel bars align. Push firmly and sharply to seal. If they don't seal properly and you need to pull them back to retry, you must pull up on the lever that is lower down on the first pair near the steel bars. Then push firmly and sharply again.

4. Repeat until you come to the last pair.   At this point, make sure you stand on the same side of the wall as the right (as in 'not left') storage area door. You have the correct side if you can also see two holes for the hand crank on the last set of doors about waist height. When you pull the last pair out of the storage area, do not unfold them. That will allow you to move them far enough out to be able to close the left storage door. Re-engage the floor lock on the left door. Close the right door.

5. Unfold the doors and position so that the steel bars are just touching. Use the hand crank in the lower crank hole and crank clockwise until you see that the lower seal on the doors is almost (not quite) touching the floor. Then use the hand crank in the upper crank hole and crank clockwise which will seal the doors on both sides and at the top (it helps if you use one hand to steady the doors as you do so). Then use the lower crank hole again to crank the lower seal all the way down.

Opening (takes about five minutes once you have done it a couple of times. NOTE: you will need the hand crank provided – this is the reverse of the above):

1. Use the hand crank in the lower crank hole and crank anti-clockwise to completely raise the lower seal.

2. Use the hand crank in the upper crank hole and crank anti-clockwise to disengage the side and upper seals. Fold the door and push gently into the back of the storage area (please never push these folding doors over to the opposite side of the room – the suspension track at the top of the doors is not designed to manage the weight on the side opposite to the storage area).

3. Pull up on the lever that is lower down on the next pair of doors near the steel bars. Firmly and sharply pull that pair of doors away from the others, fold and store them in the storage area.

4. Repeat above until all are in the storage area. Close the left door and engage the floor lock behind it. Close the right door.

MEETING ROOMS

The following rooms are bookable by staff for meetings or work spaces:

- Room 121 at the back of the library next to the computer lab

- Room 215, the Aboriginal Gathering Room (Aboriginal meetings/events take precedence)

They are booked on the staff secure area of our website.

OVERHEAD DOORS

For those blessed with overhead doors, use your key to turn the power on and then press the up/down buttons to open or close (please keep the key safe!). Please be aware that there is a photo sensor at foot level for safety reasons when closing.

PRINTERS

First Preference: Print to the high quality/low cost networked printers/copiers. There is one on the first floor and one on the second floor.

Second Preference: If needed for very small printing jobs, print to department printers. There will be one to two dedicated, good quality/reasonable cost printers installed for each department.

Please avoid installing and using other printers and charging the ink cartridges and paper to the school. We had over forty(!) printers in the old school, running a low quality and very high cost. The substantial money we save will allow us to purchase other needed materials and equipment.

TEACHER PREP PERIODS

With increased enrolment along with fewer rooms in the new school, many staff will have classes in their rooms during their preps. Some suggestions:

- Many teachers don't mind if we stay in the room during our preps
- Staff room
- Science teachers have their own prep room
- Many specialized spaces (eg Performing and Practical Arts)

WASHROOMS

Staff:
- First Floor: Two are next to Staff Room and there are two in the Athletics Office
- Second Floor: One is on south side across from 210 and one is on northeast side across from 236
- Third Floor: One is on the south side across from 310

Student:
- First Floor: General student washrooms are behind the theatre and behind the gyms; a gender-neutral washroom is on the north side of the theatre washrooms
- Second Floor: General student washrooms are on the south side across from 210 and on the northeast side across from 234
- Third Floor: General student washrooms are on the south side across from 310

WHITEBOARDS (care and feeding)

- Only use markers designated as dry-erase - do not use permanent markers, highlighters, coloring markers, etc.
- Do not apply any sort of adhesive, including tape, glue, sticky tape, etc.
- Erase with whiteboard erasers only. Do not use any sort of abrasive to erase marks from the board.
- Do not allow dry erase marks to remain on the board for longer than 24 hours before they are erased - this can cause a "ghost" of the text to remain on the board.