

Northwest Missouri State University

Policy and Procedures Manual

Chapter Environmental Services

Section Clocks, Classrooms and
Public Spaces

I. Purpose

This policy identifies who is responsible for setting the time and changing the batteries in the University provided wall clocks located in classrooms and public spaces.

II. Policy

A. Changing the Time

None of the clocks in the University classrooms or public spaces are tied to a functioning unified system. Therefore, setting the time on each clock must be done individually. Because this can be a time consuming task if handled by a single University department, the decision has been made to seek the assistance of faculty and staff who teach or work in the room or area in which the clock is located to set the clock to the correct time.

B. Changing Batteries

Several of the University provided clock on campus are battery operated and the replacement of the batteries will be supplied by Environmental Services and installed with the joint assistance of Custodial Services.