

P	Person making request	Reason for request	Room number
8/12/2010 8:30:24	Lisa Scarrow	Move Telephone Line	404
8/12/2010 14:47:17	Claudia Bourne	Please have dolllys and carts available in the front lobby for teachers on Saturday, 8/14 to help with their classroom preparation. (Approved MDK)	Front Lobby
8/13/2010 8:57:40	Dave	Need Phone put in office (406 A.2 ?)	406 A.2
8/13/2010 9:09:14	Julie Bennett	Prepare Classroom for students Void not approved	T-6
8/13/2010 9:57:19	Preston Scarrow	Move computer work station equipment according to diagram on white board (Approved MDK)	410
8/13/2010 9:59:36	Lisa Scarrow	Move telephone to front of office for desk that is set up in Southwest corner	404
8/13/2010 14:00:04	Deb Keitel	Need a custodian to vacumn the office, hang items (wall pockets, bulletin board, name plates, pictures, flag holders) in the office, door trim on Mrs. Wells's office and clean office windows. (Approved MDK)	Office
8/13/2010 14:00:57	Deb Keitel	Deliver student agendas to classrooms on Wednesday, August 18th. Agendas are in the office. (Approved MDK)	All
8/13/2010 15:36:17	Faye Wells	Move desks/rearrange rooms. see Mrs. Wells	406A & 406B
8/13/2010 15:41:13	Faye Wells	Move desks/rearrange rooms. In room 406B the teacher desk needs to be moved to the west wall. Take all individual student desk in the middle of the room to room 502. Bring the two computer tables from 406A to farthest northwest wall in room 406B. Move individual study desk in room 406A to 406B and place along south wall and maybe even farthest northwest wall too. Please see me for further details about SPED teachers desks. (Very Important Level 1 Priority) (Approved MDK)	406A & 406B
8/13/2010 16:43:33	Pam Algrim	Please remove three gold light fixtures (two above cases and one by aud. door (Hold MDK)	Front Lobby
8/13/2010 17:49:05	Claudia Bourne	Please have three tables and three chairs in north gym for 3:00 Monday, 8/14, for physicals check-in . (Approved MDK)	North gym
8/14/2010 7:57:32	Deborah Nystrom	Missing teacher chair, need cables for docking station, and have a box that belongs to rm#213, also need projector screen put up.(Approved MDK) Technology Assigned to Wells)	#113

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8/14/2010 9:14:50	Sellens Paula	Checking to see if they will replace power poles on top of modules (see Mr. King for clarification)	309
8/14/2010 9:43:30	Ahern	missing boxes (only have 3 of 23) Approved MDK	403A
8/14/2010 9:44:58	Ahern	file cabinets in wrong locations -I have attached labels to all file cabinets of where they should be. Approved MDK	401
8/14/2010 9:46:53	Mrs. Stanley	Move teaching supplies from room 111 to T-1 (Please only move boxes that are labled 111 (Do not move furniture) Work order in process MDK contact teacher when finished Level 1 Priority	111 to room t-1
8/14/2010 10:36:02	Matt Legg	Move teacher desk from 502 to 307 move file cabinet, teacher boxes all need to be moved from 502 to 307 (Approved MDK) level 1 Priority	502 to 307
8/14/2010 11:36:39	Pat Mercado	Classroom needs	204
8/14/2010 11:39:04	Pat Mercado	I need a screen for my overhead. Level 2 (Approved MDK)	204
8/14/2010 11:41:03	Pat Mercado	I want a white board for the front of the room on the north side. Level 2 Priority (Approved MDK)	204
8/14/2010 11:59:28	Faye Wells	In Libray A: Small bookshelf on south wall taken to 406A. The teacher desk, including the boxes on top & the telephone stand/shelf next to the teacher desk, need to be taken to 406A. There is a small blonde table that sets on the northeast wall plus the two file cabinets that need to be taken to 406A. (Approved MDK) Level 1 Priority	Library A
8/14/2010 12:02:24	Faye Wells	Mr. Legg, in room 307, reported that his closet on the north wall is not completed. (It does not have ceiling tile and a wire is hanging down.) He needs a place to store his boxes. (Approved MDK) Priority Level 1	307
8/14/2010 12:06:27	Faye Wells	Please make sure that all SPED teacher desks have been moved to room 406A. This would include: Cooper's from room 304 - McCullum's from room 305 - Sheppard's from Library C - and Beach's from Library A. They may have some personal items in boxes as well. But definitely move their file cabnets too. (Approved MDK) Priority Level 1	304-305-Library A & C

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8/14/2010 12:48:03	Faye Wells	Homebase set up: Kinkelaar needs 2 lunch tables set up in the back room of 410. He currently has 14 students enrolled in his homebase class. (Approved MDK) Priority Level 2	410
8/14/2010 12:53:47	Faye Wells	Homebase set up: Need 2 lunch tables set up in the westsouth corner of the auditorium for a homebase classroom - taught by Mr. Baker. (Approved MDK) Priority Level 2	southwest corner of auditorium
8/14/2010 13:14:51	Faye Wells	Pam Ramos, in room 211, is missing her teacher chair. She had her name on it, so if someone finds it please return it to her room. (Approved MDK) Priority Level 2	211
8/14/2010 14:36:59	Jo Ellen Cooper	(1 of 4) Remove seven student deskd from room; (2 of 4) lengthen legs on horseshoe table 4 inches or make it as tall as you can; (3 of 4)take light colored teacher desk from 406A and bring to TR5; (4 of 4) even when locked, the back door opens from the outside with a gentle tug (On Hold MDK)	T5
8/14/2010 14:53:14	Amy Herter	Remove faucet/nozzle from Science Lab table in front of classroom. I will not be using the table for scienc as I teach language arts. This will make the table more user friendly. Thank you (On Hold for Consultation)	205
8/14/2010 14:55:54	Amy Herter	I have marked three spots above the bulletin board by my desk that I would like holes drilled in the wall. I would like a screw left in each hole so that I can hang my diplomas and teching license. I have placed sticky notes where I would like the holes drilled. Thank you. Approved MDK Level 2 Priority	205
8/14/2010 15:22:20	Adam Keda	There is a large cream colored cabinet sitting in the middle of the room with broken wheels. It needs to be moved into 403. Approved MDK Priority Level 1	401
8/14/2010 15:34:15	Deborah Nystrom	need boxes marked T1 to be moved from room #111 to T-1 for Genie Stanley Approved Priority Level 1	#113
8/14/2010 15:44:32	Pat Mercado	Please put bulletin boards across the back (south) of the room. At least on part of the back. Approved Priority Level 2	204

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8/14/2010 20:04:02	Deborah Nystrom	Do not have mimio and cart instead have smart technologies with answer selectors. Also missing my overhead projector and black cart. Approved Priority Level 2	#113
8/15/2010 8:30:32	Sarah DeBoard	Unnecessary furniture; i.e. a chalkboard, podium, and wooden cart Approved Need specifics before processed.	T4
8/15/2010 12:59:03	Kristin Herndon	Removing Excess Need specifics before processed	308
8/15/2010 13:01:37	Kristin Herndon	I have a table and two extra teacher's desks that need removed from my room please. They will be marked. Thank you. Approved MDK Level 1	308
8/15/2010 14:39:39	Donna Johnston	required equipment (Specify Equipment)	502
8/15/2010 14:42:20	Donna Johnston	i need a teacher's desk in my room and large map rolls hung on walls. Approved MDK Level 1 Priority	502
8/15/2010 15:37:14	Alia Loewen	Bookcases need to be secured to wall because the cases are wobbly (Approved MDK Level 1 Priority)	400
8/15/2010 15:57:13	Marilyn Black	Need 4 student desk, remove left over construction supplies, remove large computer desk (Approved MDK Level 1 Priority)	104
8/15/2010 20:00:40	Jesse West	Need folding tables for temporary setup and need instructor desk moved towards west door. (Approved MDK Level 1 Priority)	408
8/15/2010 20:03:18	Jesse West	Safety concern two screws in middle of floor needs to be removed. Sharp pipe edge sticking out of the wall. Urgent MDK Approved	408
8/15/2010 22:10:24	Lindy Duree	I need a pencil sharpner on the wall Level 2 Priority MDK	213
8/15/2010 22:23:10	Lindy Duree	missing 2 boxes labeled 213 Level 2 on the look out MDK	213
8/16/2010 8:32:13	Deb Keitel	Four Tables need to be set up in the lobby for open house. Level 1 Priority MDK	Lobby
8/16/2010 10:08:11	Pam Ramos	screen for overhead usage Level 2 Priority MDK	211
8/16/2010 10:17:54	Kathy Hayes	File Cabinets to office in the gym Level 2 MDK	South Gym
8/16/2010 11:02:18	Geni Stanley	Moving Teaching Supplies: Boxes from room 111 to T-1 marked Stanley level 1 Priority MDK	111 to T-1
8/16/2010 11:08:00	Lydia Podrebarac	connect printer to teacher's laptop Technology Request	T5

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8/16/2010 11:42:56	Deb Keitel	Need 100 binders brought to the lobby for open house Level 1 Priority Open House MDK	Lobby
8/16/2010 11:45:20	Kay Young	Move boxes from T-1 to Room 111 Level 1 Priority MDK	111
8/16/2010 11:45:20	Kay Young	Move boxes from T-1 to Room 111 level 1 Priority MDK	111
8/16/2010 11:58:31	Marilyn Black	Temperature in room does not get cool enough. level 2 MDK	104
8/16/2010 12:14:13	Faye Wells	Need 29 computers moved from back of auditorium into room 408-stored along floor wall. See me before making the moves so that the correct computers are moved. level 1 Priority MDK	408
8/16/2010 12:19:04	Brandi Kerr	Remove power pole from middle of room please Level 2 priority	503
8/16/2010 12:26:40	Kim VanNahmen	Need table 43" by 25" to set printers on. Level 2 priority	Room 304
8/16/2010 12:38:31	Kim VanNahmen	Remove two computer tables marked "remove". Take to 408. level 1 priority	304
8/16/2010 12:48:38	Kirsten Larsen	Table and Chairs level 1 Priority	305
8/16/2010 12:52:03	Jesse West	Network plug does not work. Technology	408
8/16/2010 12:53:12	Lindy Duree	I need 2 desks level 1 priority	213
8/16/2010 12:59:42	Lindy Duree	My computer needs to be hooked up to a printer. Technology	213