

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 chankboard, 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

P	Person making request	Reason for request	Room number
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
8/16/2010 13:17:06	Lindy Duree	leg on one desk is missing a foot desk will not sit level (Approved MDK Level 2)	213
8/16/2010 13:18:34	Lindy Duree	I need 4 more chairs for my student computers. Approved MDK Level 1	213
8/16/2010 13:21:18	Paula	Sellens plumbing no sink drains, Very Important	309
8/16/2010 13:32:49	Paula Sellens	No Electricity to either stove, Kitchen sink on NW Wall is still plugged and stinks - has something to do with the garbage disposal being higher than the drains, Level 1 on electrical and sinks (Put up PA System? Level 2)	309
8/16/2010 13:41:44	Pat Burkhard	Vacuum Floor and replace plastic chair mat for Claudia and Pat Level 2 by Wednesday if possible	office
8/16/2010 13:54:51	james crum	doesn't work	217

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8/16/2010 13:56:06	james crum	Smart board project won't focus and key in the right way for the smart board to work I have everything set up but cannot get the projector and the board to work together right. (Technology Install)	217
8/16/2010 14:08:31	Ahern and Keda	Need SMART board re-installed. (Technology Install)	401
8/16/2010 14:09:32	Ahern and Keda	Re-install BOZE speakers in corners of room. Approved Level 2	401
8/16/2010 15:00:52	Kirsten Larsen	Need a teacher's desk and chair Approved Level 2	305
8/16/2010 15:04:32	Kay Young	move Very important Level 1 Approved	111
8/16/2010 15:13:57	Terry Couch	Missing ceiling tile level 2	209
8/16/2010 15:14:29	Kay Young	take out tables and put in 15 desks Level 1 Approved	111
8/16/2010 15:20:06	Deborah Nystrom	New plug-ins behind my desk on West wall went out when they were trying to complete the fire alarm and have never come back on with power. Level 2 Approved	Rm#113
8/16/2010 15:31:43	Amy Herter	I do not think that my intercom speaker is working in my room. When announcements are made I have a hard time hearing what the announcement is. Thanks Level 2 Check system	205
8/16/2010 15:36:29	Rachel Campbell	Replace toilet paper dispenser, replace light switch covers, hang peg board Approved level 1	303
8/16/2010 15:39:10	K Lutz -	Electrical box not covered Level 1 Safety Concern	T-3
8/16/2010 15:39:53	K Lutz	My old teacher computer was never removed from my classroom. Level 2 Approved	T-3
8/16/2010 16:15:47	Donna Johnston	need podium or lectern for my room Level 2	502
8/16/2010 16:16:33	Donna Johnston	need smart board moved. Is not in a place that is practical for my needs. Technology Install	502
8/16/2010 18:04:58	Jason Richins	Band room door will not shut properly. There is also a piece of hardware missing from the push bar as well. level 2 Approved	403
8/17/2010 7:49:54	Christen Engelking	Outlet hanging out of the wall Level 1 Safety	108
8/17/2010 7:50:14	Christen Engelking	Projector screen installation Approved MDK	108
8/17/2010 8:02:30	Donna Johnston	no a/c blowing from my vents. worked on sunday but not yesterday or today. Level 1 Comfort	502

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8/17/2010 8:05:12	Preston Scarrow	Drop downs for internet and electricity for workstations. Important Technology	410
8/17/2010 8:06:54	Preston Scarrow	Need (1) internet plug from wall replaced located on east wall. Level 2	410
8/17/2010 8:07:32	Lisa Scarrow	My Laptop needs to be hooked back up to a printer and my printer that was taken to Soule has not been returned to my room(blk and white lazer printer) level 2 Technology	404
8/17/2010 8:13:26	James Crum	Putting my video cable into the ceiling from the front of the room to the back of the room so that its not on the floor. Level 2	217
8/17/2010 8:41:27	Marilyn Black	Disregard if already in system: I need 4 student desks. Thanks. Very Important Level 1	104
8/17/2010 8:42:54	SM Schaeffer	wall mounted smart boards in front of the paperback books need to be taken, we cannot have them left there. level 2	library
8/17/2010 8:44:04	Kay Young	cover for fluorescent light near white boards level 2	111
8/17/2010 8:55:39	Art Amaro	Needed	Classroom A in Library
8/17/2010 9:01:30	Art Amaro	White board moved from 406b to classroom A in the library Very Important Level 1	Classroom A in Library
8/17/2010 9:03:59	Arona Fawcett	computer internet- need blue cable for my teacher's computer	214
8/17/2010 9:13:15	Rachel Campbell	faucet and water fountain need fixed level 1	303
8/17/2010 9:13:52	Daniel Johnson	Remove large checkered flag topped desk and stack of health materials in boxes level 2	107
8/17/2010 9:22:01	Art Amaro	2 tables and 19 chairs needed priority for students in classroom. Level 1	classroom A in the Library
8/17/2010 9:29:20	Billie Jo Wing	No internet cable for my laptop on my desk technology	105
8/17/2010 9:30:20	Julie Bennett	Removal of 4 student desks level1	T6
8/17/2010 9:31:50	Julie Bennett	Request a SMART board for the classroom	T6
8/17/2010 9:38:13	Jesse West	Electrical Drops need to be removed until permanent desks are in place to be hard wired. Level 1 technology	408
8/17/2010 9:39:36	Dawnelle Wright	Missing 4 chairs and needs an extra 4 Level1	206
8/17/2010 9:40:42	Dawnelle Wright	Laptop will not connect to wireless connection. Even if I am in an area where there's wireless such as meetings. Technology will not work until wireless is turned on in 200 hallway	206
8/17/2010 9:49:52	Kay Young	intercom cannot be heard Level 2	111

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8/17/2010 9:51:27	Geni Stanley	I need the student desks that three of the computers are sitting on. So, I need another computer table to hold three computers for System 44 and Read 180 before the kids come on Thursday. That way I will have 18 desks available for students Level 1	T-1
8/17/2010 9:51:41	Billie Jo Wing	I only have 22 desks; I believe I need 24. Level 1	105
8/17/2010 10:45:08	Sarah Johnson	The maps and projector screen need to be put up in my room. Level 1	103
8/17/2010 10:45:15	Lisa Pelton	The door handle on my front closet does not match my key so I can not lock it. See claudia	208
8/17/2010 10:45:18	sheila Howard	need for projector screens/maps up for class level 2	210
8/17/2010 10:58:25	Janice Klein	can not hear phone or intercom level 2	311
8/17/2010 10:59:09	Cody Swanson	Mount overhead screen at the front center of the room level 1	112
8/17/2010 11:00:09	Jean Kolsky	Better privacy Level 2 will check status	Girl's restroom in 500's
8/17/2010 11:00:30	Cody Swanson	Install small white board on outside of room (it was removed over the summer) Level 2	112
8/17/2010 11:01:15	Pat Mercado	I need a screen put up in the front of the room (north) for my overhead Level 1 very important	204
8/17/2010 11:01:19	Cody Swanson	Lower right window shade is not closing, please fix level 2	112
8/17/2010 11:01:31	Harry Sappington	no internet in class Technology	414B
8/17/2010 11:01:40	Debbie Hiers	Live capped wires dangling from old conduit that is off of NW corner of wall near fridge. Are they a danger to students? Very Important Safety Concern	201
8/17/2010 11:01:56	Cody Swanson	Please move VCR stand from center of room to where the tv is now Level 2 unsure of request	112
8/17/2010 11:02:12	James Crum	I am missing my personal fridge from the move. It is a small white fridge that I was hoping got put in the wrong room level 2	215
8/17/2010 11:02:16	Pat Mercado	Install a cork board at the back (sout) of the room on the wall. level 2	204
8/17/2010 11:04:05	Pat Mercado	Install a cork board at the back (sout) of the room on the wall. level 2	204
8/17/2010 11:04:31	Jean Kolsky	change door girl's restroom 500's Need to check for clarification	501

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8/17/2010 11:05:44	Joshua Lesser	Need a pencil sharpener. level 2	207
8/17/2010 11:10:05	Traci Small	change internet access line from south to north end of classrooms 107 & 109 (order has been submitted to tech department Level 2	107 & 109
8/17/2010 11:13:02	terry lee	install map/overhead screen on south wall level 2	202
8/17/2010 11:14:13	terry lee	install 2 paperholders on west wall, see me so i can show you level 2	202
8/17/2010 11:47:17	Jo Ellen Cooper	1) remove 7 student desks from classroom. (2) back door opens from the outside with a gentle tug, even when locked. (3) Adjust height of u-shaped table at least four inches, or as much as possible. level 1	TR 5
8/17/2010 12:00:41	Claudia Bourne	Please move tan two drawer file cabinet from lib C to 406 A for Laura Sheppard. level 1	406A
8/17/2010 12:28:43	Kim VanNahmen	Need printer connected to teacher computer. Technology	304
8/17/2010 13:08:28	Lisa Pelton	Change to previous form- classroom key does not match the handles to BOTH closets in my classroom. need new door handles. See Claudia	208
8/17/2010 14:38:44	Kathy Beach	rectangle table with folding legs needs to be moved from 406A to T2 The table is labeled with a sticky note. Thank you Level1	406A
8/17/2010 15:07:19	SM Schaeffer	the water has been cut off to the sink in the library. We need it back. level 2	library
8/17/2010 15:12:55	Sheila Howard	Move LARGE box of NEW extra maps to storage level 2	210
	Sellans	Call light covers put on and PA system Mounted level 2	309
		Stoves no electricity Very important level 1 very import	