

P	Person making request	Reason for request	Room number	Assigned
8/12/2010 8:30:24	Lisa Scarrow	Move Telephone Line	404	
8/12/2010 14:47:17	Claudia Bourne	Please have dollys 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 vacuum 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 labeled 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 cabinets 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	Door still needs some work
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	Conant
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	conant
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	Kerry need w/o

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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	al
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	conant.(map)
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	Kerry
8/15/2010 22:10:24	Lindy Duree	I need a pencil sharpner on the wall Level 2 Priority MDK	213	al
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	al
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	Hutton
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	al
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	al
8/16/2010 12:38:31	Kim VanNahmen	Remove two computer tables marked "remove". Take to 408. level 1 priority	304	al
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	al
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	al
8/16/2010 13:18:34	Lindy Duree	I need 4 more chairs for my student computers. Approved MDK Level 1	213	al
8/16/2010 13:21:18	Paula	Sellens plumbing no sink drains, Very Important	309	hutton
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	hutton
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	al
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	tech
8/16/2010 14:08:31	Ahern and Keda	Need SMART board re-installed. (Technology Install)	401	tech
8/16/2010 14:09:32	Ahern and Keda	Re-install BOZE speakers in corners of room. Approved Level 2	401	charlie/da
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	al
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	charlie
8/16/2010 15:36:29	Rachel Campbell	Replace toilet paper dispenser, replace light switch covers, hang peg board Approved level 1	303	al
8/16/2010 15:39:10	K Lutz -	Electrical box not covered Level 1 Safety Concern	T-3	charlie
8/16/2010 15:39:53	K Lutz	My old teacher computer was never removed from my classroom. Level 2 Approved	T-3	tech
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	kerry
8/17/2010 7:49:54	Christen Engelking	Outlet hanging out of the wall Level 1 Safety	108	hutton
8/17/2010 7:50:14	Christen Engelking	Projector screen installation Approved MDK	108	conant
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	hutton

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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	tech
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	al - take to auditorium
8/17/2010 8:44:04	Kay Young	cover for fluorescent light near white boards level 2	111	hutton
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	conant
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	dale
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 priorty for students in classroom. Level 1	classroom A in the Library	al
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	al
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	wes/hutton
8/17/2010 9:39:36	Dawnelle Wright	Missing 4 chairs and needs an extra 4 Level1	206	al
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	tech
8/17/2010 9:49:52	Kay Young	intercom cannot be heard Level 2	111	charles

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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	al
8/17/2010 9:51:41	Billie Jo Wing	I only have 22 desks; I believe I need 24. Level 1	105	al/need two desk
8/17/2010 10:45:08	Sarah Johnson	The maps and projector screen need to be put up in my room. Level 1	103	conant
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	conant
8/17/2010 10:58:25	Janice Klein	can not hear phone or intercom level 2	311	charles
8/17/2010 10:59:09	Cody Swanson	Mount overhead screen at the front center of the room level 1	112	conant
8/17/2010 11:00:09	Jean Kolsky	Better privacy Level 2 will check status	Girl's restroom in 500's	kerry
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	al
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	conant
8/17/2010 11:01:19	Cody Swanson	Lower right window shade is not closing, please fix level 2	112	hutton
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	hutton
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	dale
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	al
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	kerry workorder
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	kerry workorder
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	al
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	tech
8/17/2010 11:13:02	terry lee	install map/overhead screen on south wall level 2	202	conant
8/17/2010 11:14:13	terry lee	install 2 paperholders on west wall, see me so i can show you level 2	202	conant
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	kerry - door
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	tech
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	claudia
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	al
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	hutton
8/17/2010 15:12:55	Sheila Howard	Move LARGE box of NEW extra maps to storage level 2	210	al
	Sellans	Call light covers put on and PA system Mounted level 2	309	charles
		Stoves no electricity Very important level 1 very import		hutton
8/17/2010 15:48:22	Janice Klein	Half round table is too large for space in my room now. Please remove and/or exchange for a smaller round type table for group work. level 1	311	
8/17/2010 15:49:22	Janice Klein	need a power strip to plug in teacher computer and printer as well as having computer connected to internet Technology	311	tech
8/17/2010 15:51:47	Pat Mercado	the light in my closet doesn't work. Needs a new light bulb. Level 2	204	al

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8/17/2010 15:59:27	Claudia Bourne	Please have two tables and seven chairs in the north gym for Cheerleading tryouts on Saturday, 8/21 Time sensative	North Gym	
8/17/2010 16:09:45	Pat Burkhard	3 Boxes moved to Lora Louquets office level 2	Office	
8/17/2010 17:00:51	Jessica Johnson	Please remove white round table and podium with green top. level 1	110	al
8/17/2010 17:04:47	Jessica Johnson	I need my projector screen hung. THANKS! Level 1	110	
8/17/2010 18:12:11	JoEllen Cooper	Move 4 drawer file cabinet from Library C to 406 A Approved MDK Level 1	406A	al
8/17/2010 19:28:21	Kim VanNahmen	Missing black desk chair. Originally was labeled VanNahmen Room 304. Try and locate MDK	304	
8/18/2010 6:48:19	Ahern	Need docking station in 401 office. There is no wireless connection so need internet connection set up and printer connection hooked up. Technology	401	
8/18/2010 6:49:13	Ahern	Need docking station. No wireless in 403A so need connection to internet and printer hooked up also. Technology	403A	
8/18/2010 6:50:01	Ahern	Need overhead projector installed. Technology	403A	
8/18/2010 7:55:56	Kristin Herndon	I need 15 student chairs please. Level 1	308	
8/18/2010 8:32:14	Derek Jensen	Remove unneeded furniture from classroom. level 1	102	
8/18/2010 8:39:24	Derek Jensen	Projector screen not hung on the wall level 2	102	
8/18/2010 8:43:34	Geni Stanley	Need the printer in room T-1 loaded to my computer so I can print. My computer is loaded for the 100's hallway. Technology	T-1	
8/18/2010 8:51:17	Billie Jo Wing	I had previously requested 2 additional desks. My rosters are now showing a class of 26, so I need two more desks in addition to the two I had already requested for a total of 26 desks. level 1	105	
8/18/2010 9:01:33	Lora Louquet	moving material from Library A to 414B Sappington What Material Specify	Library A	
8/18/2010 9:08:16	Lora Louquet	move box of books to T-1 Level 1	Library- Louquet	
8/18/2010 9:24:10	Lisa Pelton	They have put the blue cord in for internet, but I still do not have internet so I can not get onto skyward or anything else. I also do not have an H drive. ALSO I can not print to the 200's printer, but everyone else can. PLEASE HELP!! Technology	208	
8/18/2010 9:30:25	stateler, rebecca	remove file 3 cabinets See Teacher level 2	306	

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8/18/2010 9:38:19	stateler, rebecca	hang bulletin board in class by the front door level 2	306	
8/18/2010 9:41:21	stateler, rebecca	paper cutter needs repair and sharpened See Deb Keitel	306	
8/18/2010 10:17:09	Aronda Fawcett	The rack to hang things on above my white board is laying on the floor and needs hung. level 2	214	
8/18/2010 10:21:18	ALL PE TEACHERS - Kate Szymczak	We need paper towels and toliet paper in OUR office bathrooms. level 1	North/South Gym both Girls and Boys Locker Rooms	
8/18/2010 10:26:18	Dawnelle Wright	Team laptop will nto allow em to log onto it. I am not needing internet access on it yet just a basic log on. I am needing the computer for thurs. Technology	206	
8/18/2010 10:29:18	kirsten Larsen	10 student chairs for computers and a 4 drawer filing cabinet level 1	305	
8/18/2010 10:45:16	Lindy Duree	Girls bathroom door is extremely hard to open from the outside AND the inside Level 1	200's hallway	
8/18/2010 10:49:28	Lindy Duree	Mail program has lots of problems. It sends lots of error reports to Microsoft, shuts down and then restarts technology	213	
8/18/2010 10:52:24	Joyce Temaats	need boxes moved from T-2 to Library B(Loupuet level 1	T-2	
8/18/2010 11:08:56	terry lee	closet door needs reworked to where the latch will allow the door to shut easier. level 2	202	
8/18/2010 11:12:05	Harry Sappington	Refocus Room needs to be cleaned out. Level 2	Refocus Room	
8/18/2010 11:21:58	Donna Johnston	brought printer from home. need someone with "adminstrative access" to simply log-in on my laptop so that i can add the printer. Technology	502	
8/18/2010 12:26:36	Deb Keitel	Auditorium needs to be ready for picture day on 8/26/10 level 1 When Ready	Auditorium	
8/18/2010 12:58:03	Sarah Johnson	I need my home printed set up on my school laptop. It says I need adminstrative authorization. Technology	103	
8/18/2010 12:59:26	Preston Scarrow	A/C is not working and it is getting warmer. level 1 Air Unit	410	
8/18/2010 12:59:30	Jesse West	A/C doesn't seem to be working. level 1	408	
8/18/2010 13:00:16	Preston Scarrow	Wood supplies need to be removed from storage area. Level 2	410	

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8/18/2010 13:15:13	stateler, rebecca	hang overhead projector screen Level 2	306	
8/18/2010 13:45:06	Sarah Johnson	I need 4 more desks in my classroom level 1	103	
8/18/2010 13:58:06	Sarah Johnson	I am sorry, but I miss counted. I only need 2 more desks. Level 1	103	
8/18/2010 14:09:01	Traci Small	Shortage of student desks Level 1	109	
8/18/2010 14:24:18	Faye Wells	Mr. Crum states: I am off by 10 inches in height and 10 inches in width. I believe these arms are designed to be flush with the boards. If it was a two piece deal it wouldn't make a difference. The other issue with these one piece boards is that the arm is suppose to be centered in the middle of the smart board. I do believe that it will make a difference also as my arm is on the right side of the board instead of the center. I believe the arm must be flush with the back of the board and centered to make it work properly. I am still missing 10 inches in height and 10 inches in width. The problem is that the arm is supposed to be flush with the board. The other issue is that the arm is not centered on the board it is on the right side of the board by a few inches so there is no way to get the distance between the projector and the board right. It will not focus right or fill up the screen. We are going to hire a person to mount your board correctly	215	
8/18/2010 14:26:49	Kathy Beach	Box for Lora Louquet in room 406 A needs to be moved to her office Library B level 1	406 A	
8/18/2010 15:49:37	Janice Klein	my phone has quit working completely. level 1	311	
8/18/2010 16:01:09	Lennea D Montandon	I realized I'm missing desks. I need atleast one more desk. I have 23 (the size of my largest class but need one more for "refocus" or if prinicpal or parent comes in. level 1	504	
8/18/2010 16:09:28	Deb Keitel	Toilet is stopped up in T-5 level 1	T-5	

P	Person making request	Reason for request	Room number	Assigned
8/18/2010 16:20:08	Lennea Montandon	My file cabinet needs moved back behind my desk in the corner. Then desk will need shifted forward slightly. Level 1	504	
8/18/2010 17:47:29	Pat Mercado	the electricity might be turned off in my closet. I brought a light bulb from home and it didn't work. Level 2	204	
8/18/2010 20:09:08	Jesse West	Need phone line connected. level 1	408	
8/18/2010 20:12:49	Jason Richins	The band office door is missing. level 2	403-C	
8/19/2010 7:16:43	Claudia Bourne	Please hang Ed Jackson Memorial Plaque in front lobby level 2	Front Lobby	
8/19/2010 7:30:08	Alia Loewen	Room is very hot, AC not working? or teacher doesn't know how to work it Level 1	400	
8/19/2010 8:31:31	Harry Sappington	Intercom not working level 1	414B	
8/19/2010 9:43:39	Julie Bennett	Need 6 student chairs (NO chairs at all at the computers) level 1	T6	
8/19/2010 9:44:43	Julie Bennett	Move out half circle table and replace with a circle table. Half circle table not big enough for 6 students to sit at for Laura's center. level 1	T6	
8/19/2010 10:02:05	Bourne per King	Establish a way to show occupancy of restrooms or a way to keep doors open when not occupied. level 2	Staff Restrooms	
8/19/2010 10:11:58	Jesse West	Clock is off by 1 hour and the second hand goes in 5 second intervals. level 2	408	
8/19/2010 11:15:57	Amy Herter	Please move my American Flag to the North West corner of the room. I keep running in to it while I am teaching. Thanks level 2	205	
8/19/2010 11:50:33	Sarah Schaeffer	a computer table needs to be moved from the back on the library. It is on top of a bookcase. level 2	library	
8/19/2010 11:54:45	Kim VanNahmen	Need room number outside the door. level 2	304	
8/19/2010 12:28:52	Harry Sappington	Locker by 414B lower right will not open level 1	414B	
8/19/2010 12:31:27	Harry Sappington	Speaker/PA does not work in 414B Level 2	414B	
8/19/2010 12:53:05	Dawnelle WRIGHT	My A/C Is not working...room sitting on 74.7-75.2 Level 1	206	
8/19/2010 13:07:44	Harry Sappington	Construction materials removal from Refocus room Level 2	414B Refocus room	
8/19/2010 13:08:18	Harry Sappington	Red Chair to storage level 2	414B Refocus room	

P	Person making request	Reason for request	Room number	Assigned
8/19/2010 13:43:17	Lindy Duree	My room feels really wet. level 1	213	
8/19/2010 13:47:02	Debbie Lapka	Replace ceiling tiles that are water stained. Mold in tiels VERY IMPORTANT	Library B	
8/19/2010 14:02:57	Anne Woods	clock doesn't work	My office	
8/19/2010 14:13:51	Kay Young	pencil sharpener falling off wall	111	
8/19/2010 15:27:14	Amanda Mitchell	fix bathroom toilet paper 100's hall	Beach	
8/19/2010 15:27:15	Linda Geffs	Account Log in Technology	Beach	
8/19/2010 15:27:17	Mary Bencomo	I need passwordacct log in Technology	Mrs Cooper	
8/19/2010 15:27:18	karen ebeling	dont know if i have an account technology	Mrs Klein	
8/19/2010 15:27:18	audelia gonzalez	i need my login account Technology	mrs. klein	
8/19/2010 15:27:24	annette tolliver	need login password Technology	311	
8/19/2010 15:27:24	martin lewis	request account Technology	sappington	
8/19/2010 15:27:28	Gil Gregg	Request Account Set Up Technology	Sappington	
8/19/2010 15:27:35	elizabeth villarreal	I need my password Technology	Amaro	
8/19/2010 15:28:19	annette tolliver	need login password Technology	311	
8/19/2010 15:28:24	dennis long	need e mail act Technology	scarrow 410	
8/19/2010 16:02:02	Jean Kolsky	Exterior window needs to be cleaned.	501	
8/19/2010 16:04:38	Jean Kolsky	Ceiling tile in 500's girls restroom needs	501	
8/20/2010 7:39:31	Christopher Chilton	Clock Stuck at 4:45	406B	
8/20/2010 8:33:24	Jesse West	My room is very humid even though the A/C appears to be working. Papers and surfaces feel damp. This is not the case in room 410 which is right next door. This has been validated by two other teachers. IMPORTANT CHECK	408	

P	Person making request	Reason for request	Room number	Assigned
8/20/2010 8:34:26	Jesse West	Along the windows on top of the cinderblock wall, there is nothing covering the exposed top of the cinderblock. There are openings in the blocks that go down the walls. Some type of trim needs to be installed.	408	
8/20/2010 9:06:07	Terry Lee	Closet door needs trimmed (including latch area) so that it can be closed without the huge amount of pressure that it now takes.	202	
8/20/2010 9:22:46	Lindy Duree	The cover for a light fell, almost on me	213	
8/20/2010 10:11:13	James Crum	My smartboard still is not mounted right it needs to be mounted flush with and centered on the arm so that it can project on the entire screen not part of it. Either the chalk board need to be removed and the board mounted flush on the wall or the wall needs to be built up behind the arm to make it flush with the top of the board and mounted like it is designed to be mounted.	215	
8/20/2010 10:19:46	Lisa Scarrow	Printer says "ready" in print que but documents will still not print technology	404	
8/20/2010 10:34:36	Harry Sappington	Need more lockers for # of students in classroom Pam Algrim	414B	
8/20/2010 11:41:21	Preston Scarrow	Installation of Colleague to my laptop and Orientation CD Technology	410	
8/20/2010 12:05:54	Mr. Amaro	Moving long book shelve out of classroom A to give more room! Priority	classroom A library	
8/20/2010 12:07:19	Mr. Amaro	Moving my file cabinet from storage to my room including boxes. Priority	Classroom A Library	
8/20/2010 12:07:20	Debbie Lapka	Please move 13 Algebra books from Mrs. Mercado's room 204 to Trailer 4 for Miss DeBoard priority	204	
8/20/2010 13:00:11	SarahSchaeffer	one of the empty bookcases by classroom c needs to be moved to the professional area behind my desk. Priority	library	
8/20/2010 13:27:07	Lisa Scarrow	Missing printer has been found it is in the conference room at Soule. Please relocate to room 404 at DCMS and network my laptop, Chary DeLeon's desktop and 2 student desk tops to this printer. Thank you!	404	
8/20/2010 14:36:58	Ahern	The painters missed one wall in the entryway to 401 classroom.	401	

P	Person making request	Reason for request	Room number	Assigned
8/20/2010 14:42:18	Jessica Johnson	My airconditioner does not seem to be working the best. It is alot more humid and warmer in my room than the others. THANKS! Please Check	110	
8/20/2010 15:18:26	Kay Young	moving file cabinet from library A (black one in corner) to 111 Has this Been completed?	Room 111	
8/20/2010 15:52:23	Paula Sellens	The TV needs to be mounted on the wall. Level 2	309	
8/20/2010 15:53:13	Paula Sellens	The washer/dryer combination needs to be moved and hooked up. Very important for classroom instruction Level 1	309	
8/20/2010 15:53:47	Paula Sellens	The water to the refrigerator needs to be turned on. Very Important for Classroom instruction Level 1	309	
8/20/2010 15:54:24	Paula Sellens	The pull down screen needs to be mounted on the wall. Level 1	309	
8/20/2010 16:12:24	Kathleen Lutz	I need one of the new Read 180 desks. This will have to be ordered. I will check to see if we have extras.	T-3	
8/22/2010 9:48:37	Ahern	There are eleven (11) boxes to move from the MIE room 403A to Soule Intermediate Center. The boxes are labeled "to Soule". Thanks! Important Level 1	403A	
8/23/2010 7:04:00	Harry Sappington	Cooling at 67 degrees Not sure what this means. Check with teacher to clarify.	414B	
8/23/2010 7:39:27	Geni Stanley	Need a custodian to bring my new microwave to my room from the back seat of my car: copper colored Cobalt Chevy on front row of parking lot. It is unlocked. Thank you.	T-1 from car	
8/23/2010 7:39:42	Harry Sappington	SmartBoard pens and eraser missing We have many of these items missing. Not sure where they went. May have to place an order.	414B	
8/23/2010 7:40:45	Harry Sappington	Projector lamp burned out can the who.e thing be replaced? Check with Librarian on bulbs	414B	
8/23/2010 7:43:04	Harry Sappington	Safety issue: Exit door near 414B is falling apart. Door frame has holes near the bottom creating a major security issue Level 1	414B	
8/23/2010 7:54:14	Kathleen Lutz	Air conditioner not working in T-3and 4. It is 80 degrees with thermostat set at 60. This was called in at 8:00 A.M. 8-23	T-3	

P	Person making request	Reason for request	Room number	Assigned
8/23/2010 7:55:06	Ahern	The lights NEVER go off in the office, file room and cello room in 401. They are constantly on and have no switches anymore. I visited with Chris on Light sensors.	401	
8/23/2010 8:16:43	Laura Sheppard	I need a dry erase board. I need it hung on the northeast wall (the wall that is against the bathroom). Level 2 Do you have the board in your room.	T6	
8/23/2010 8:42:43	Preston Scarrow	Cardboard Boxes hauled out. Level 1	410	Mr. Garza
8/23/2010 9:53:38	Lindy Duree	77 % humidity in my room Very important please check status. Level 1	213	Chris Meyer
8/23/2010 10:30:27	Alia Loewen	White board in the front of the room needs screwed into the wall Level 1	400	Mr. Garza
8/23/2010 10:34:46	Ahern	Need a new pencil sharpener - the one that is there chews up the pencil! Level 1	401	Mr. Garza
8/23/2010 10:35:39	Ahern	The cover for the pencil sharpner is missing. Either need a cover or a new sharpener. level 1	403A	Mr. Garza
8/23/2010 11:37:20	Louquet	replace 2 moldy ceiling tile in Library/Louquet VERY IMPORTANT	Library/Louquet	Chris Meyer
8/23/2010 11:50:11	Kathleen Lutz	Is it possible to have three fans put in the T-3 for air circulation? We are dying in the heat. Level 1- Very Important	T-3	
8/23/2010 11:53:40	Amy Herter	I need one more desk for my classroom. Thanks level 1	205	Mr. Garza
8/23/2010 11:54:54	Amy Herter	Music in the 200 Hallway during passing period is hard to hear. You can hear it just fine in the classrooms but not in the hallway. Thanks We are working with installer.	205	Deb Keitel
8/23/2010 12:18:17	Laura Sheppard	The door on the west side of the building will not lock. I have been struggling to unlock the door with my key however now I can't get the door to lock even turning the lock). Level 1 Very Important	T6	Mr. Garza
8/23/2010 13:05:35	Donna Johnston	A/C barely blows in my room. Have to put hand up right next to vent to feel anything. My room does not get very cool at all. They are working on the unit not sure of status	502	Chris Meyer
8/23/2010 14:01:36	Louquet	move 4 boxes to under the stage with other reading material level 1	Library / Louquet	Mr. Garza
8/23/2010 14:02:08	Louquet	store Bridges books Level 1 Mr. Garza	Library/Louquet	Mr. Garza

P	Person making request	Reason for request	Room number	Assigned
8/24/2010 7:01:40	Pat Mercado	Simon Remigio says the power cable from my computer to my printer is missing. He said to put in a work order so that my classroom printer will work.	209	Technology Faye Wells
8/24/2010 7:44:52	Geni Stanley	3 boxes of supplemental teaching materials to room 110, large assortment of boxes (mostly torn down) to be trashed.	T-1 to 110	Mr. Garza
8/24/2010 8:18:48	Sarah DeBoard	My door doesn't want to shut, so it doesn't want to lock.	T4	Mr. Garza
8/24/2010 8:38:06	Stacy Cognasi	Room and to hang pictures	212	Mr. Garza
8/24/2010 8:41:58	Lisa Pelton	Overhead screen needs to be mounted on the wall.	208	Mr. Garza
8/24/2010 8:59:59	Julie Bennett	Printer needs to be installed to teacher's (2) computers.(Bennett and Sheppard's laptop)	T6	Technology Faye Wells
8/24/2010 9:00:17	Laura Sheppard and Sarah DeBoard	Need Photo ID Badge	T6 and T4 (respectively)	Sent e mail to Public Relations
8/24/2010 9:35:44	Debbie Lapka	Cooper, Bennett, Sheppard, DeBoard, Podrebarac need have their labtops programed to print in the teachers lounge as well as their classroom printer.	T3, T4, T5 and Teachers Lounge	Technology Faye Wells
8/24/2010 10:15:42	Matt Legg	Would like a network printer in my room so my lab can print with out traveling to another room	307	Technology Faye Wells this will need to be ordered through technology. Deb will order.
8/24/2010 10:27:34	Harry Sappington	Student computers still do not have internet in my classroom.	414B	Technology Faye Wells
8/24/2010 10:29:29	Brian Steib	Technology not working yet	414A	Technology Faye Wells
8/24/2010 10:33:33	Ahern	The rooms 401 and 403A are quite comfortable 1st and 2nd hour...but when 3rd hour comes the AC kicks on full blast and it's freezing! Ms. Kerr told me it was like that in her room also (in 500s hallway)	401 and 403A	Chris Meyer
8/24/2010 11:24:47	Brian Steib	SMART Board needs to be reconnected to computer with video splitter. Splitter's electrical cord is missing and the 9V ones in my room don't work with it.	414A	This work order will need to be assigned to Kent Audio

P	Person making request	Reason for request	Room number	Assigned
8/24/2010 12:35:17	Amy Herter	I need an overhead screen hung on the South wall. I would like it centered and maybe slightly to the right on the white board that is on the West side of the South wall. I do not have a screen to hang so I need that as well. Thanks	205	Amy you will be getting a SMARTBoard would you like to wait on this request. email me of your decision.
8/24/2010 12:59:08	Stacy Cognasi	I need a movie screen so that I can use my overhead. I use the overhead for bell work a lot.	212	Stacy you will be getting a SMARTBoard would you like to wait on this request. email me of your decision.
8/24/2010 13:50:11	Dave	Door to 406A requires excessive slamming to shut and lock when black elastic safety strap is in place.	406 A	Assigned to Al Garza
8/24/2010 14:40:54	Pat Mercado	Simon Remigio says the power cable from my computer to my printer is missing. He said to put in a work order so that my classroom printer will work.	209	Check with Deb, she may have a three pronged printer cord. Assigned to Al Garza
8/25/2010 7:42:46	Amy Herter	The phone in my classroom does not work. There is no dial tone.	205	Assigned to Deb Keitel
8/25/2010 9:31:46	Laura Sheppard	I currently have a half circle table that only accomodates 4 students. This is a problem because each group has 5-6 students. A work order was submited on the 19th for a round table to replace the half circle table. I have located a rectangle table in the library that would work wonderfully. I asked Sarah Schaeffer and she said it would be fine for me to take the table. I have placed my name and room number on the table. This would really help give the students more room making it a better learning environment.	T6	Assigned to Al Garza
8/25/2010 10:15:47	Janice Klein	Can a small table or shelf be placed in the staff restrooms as a place to put our books and materials when we use the facility rather than placing our items on the floor. We had a small table in each room in years past so they should be arond somewhere.	staff restrooms	I am unsure this can occur because of the tile walls. Al would you check on a solution for this problem

P	Person making request	Reason for request	Room number	Assigned
8/25/2010 10:34:23	Brian Steib	The speakers connected to the intercom system do not work in my room so it is very difficult to hear when the bell rings or announcements or pages and alerts are sent. Mr. Sappington has the same problem next door.	414A & 414B	Al this work order should be submitted to Chris
8/25/2010 10:35:51	Brian Steib	Two very large holes on the sides of the back door are admitting a host of insects into my room and Mr. Sappington's room. Can something be done to cover them so fewer insects get in?	414A & 414B	Al this work order should be submitted to Chris
8/25/2010 11:20:48	Donna dick	Office is cold, cannot adjust the thermostat	Office	Al please adjust thermostate
8/25/2010 11:34:57	Kathleen Lutz	The flusher lever on the boys restroom will not stay down to flush the toilet. The boys have to stand and hold it till all is flushed.	T-3	Al submit work district work order
8/25/2010 12:03:35	kay young	pencil sharpener - none in classroom	111	Assigned to Al Garza
8/25/2010 13:19:51	Kirsten Larsen	A leg on one of my round tables broke off. I need to have it repaired or replaced.	305	Assigned to Al Garza
8/25/2010 14:37:24	Claudia Bourne	1. Move furniture away from wall to vacuum office 2. Reapply mom board....completely off in places., hang clock.	Mrs. Preston's office (Aud.)	Assigned to Al Garza
8/26/2010 7:27:33	Jo Ellen Cooper	Please repair clock in room does not work	T5	Assigned to Al Garza
8/26/2010 8:15:54	Preston Scarrow	Network access for electronic/electricity workstation and in office.	410	Al submit district work order
8/26/2010 8:16:54	Preston Scarrow	2 computers are down (Robotics and Towers).	410	Al submit district work order
8/26/2010 8:17:28	Preston Scarrow	Telephone line in office.	410	Assigned to Deb Keitel
8/26/2010 8:18:34	Preston Scarrow	Need line for weater module ran from inside to outside.(believe it is outside right now.)	410	Al submit district work order
8/26/2010 11:00:33	Janice Klein	no hot water in teacher lounge kitchen	lounge	Al submit district work order
8/26/2010 15:20:05	Dave	Please either 1)cut/drill bottom corner of door to 406A.2 to allow it to be closed OR 2)have room rewired for electricity to eliminate the need for extension cord.	406 A.2	I will need to review this situation with Dave before proceeding
8/27/2010 6:56:24	Harry Sappington	63 degrees in my room this morning. The cooling will not shut off.	414B	
8/27/2010 8:20:55	Geni Stanley	Broken pencil sharpener	T-1	Mr Garza

P	Person making request	Reason for request	Room number	Assigned
8/27/2010 9:38:07	Dave	Light in closet 406 A.1 appears to be always on. There is no switch, apparently the motion sensor is malfunctioning.	406 A	Mr Garza
8/27/2010 10:00:09	Kathy Beach	The clock in T2 is two minutes slow and needs to be reset.	T2	District is aware bells are not in sink
8/27/2010 10:50:03	Lindy Duree	I can not access FileMaker on my laptop	213	Technology Work Order
8/27/2010 11:06:12	Lindy Duree	Lap top need to be hooked up to the printer in the 200s hallway.	213	Technology Work Order
8/30/2010 7:54:48	Preston Scarrow	Printers from under stage to room 410	410	Mr Garza
8/30/2010 10:05:04	Patty Ahern	I need a printer hooked up in the office in room 401 and a printer hooked up in 403A (MIE room). The printers are there - we just need the docking stations that were left on the desks in May.	401 and 403A	Technology Work Order
8/30/2010 10:30:37	Jessica Johnson	Mini Laptop cart in my room is still not logging in correctly yet.	110	Technology Work Order
8/30/2010 12:05:43	Laura Sheppard	When I try to open e-mails my outlook will shut down with an error.	T6	Technology Work Order