

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) (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 (Approved 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

P	Person making request	Reason for request	Room number
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

P	Person making request	Reason for request	Room number
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