

Timestamp	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 dollies 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.	Office
8/13/2010 14:00:57	Deb Keitel	Deliver student agendas to classrooms on Wednesday, August 18th. Agendas are in the office.	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 the west wall. Sore all individual student desk in the middle of the room. 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