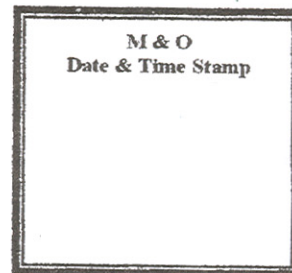


FAX THIS NOTICE TO 707-556-8824 (before 10 am if possible)

Division of Business Services
Maintenance and Operations

CONDITION OF CLASSROOM FORM



_____ School Site

My classroom was scheduled to be cleaned last night and the following standard was not completed

- _____ Trash cans emptied
- _____ Sinks wiped
- _____ Paper towels and/or soap stocked, as needed
- _____ Floors swept
- _____ Desks and tables wiped

Safety Concerns

- _____ Electrical (lights not working or flickering, wires exposed)
- _____ Plumbing (sink dripping or not draining, water on floor)
- _____ Heating below 68°F or Cooling above 78°F
- _____ Roof leaks
- _____ Other _____

Teachers Name: _____ Room #: _____

Teacher's Signature: _____ Date: _____

Principal's/designee's Signature: _____ Date: _____

Submit this form to your principal/designee who will fax the form to the Associate Superintendent of Business Services or designee.

Reviewed by Facilities Services

_____ Manager Signature

_____ Date