

**EQUIPMENT MAINTENANCE
Regulations**

Maintenance

The following procedures have been effected for maintenance work:

Maintenance request forms are to be used for all work.

The order is to be sent to the administrative assistant.

The principal must initial the request which signifies knowledge of the work to be done.

Janitors' supplies will be distributed on Thursdays.

The principal is responsible for meeting with the janitor and securing the list which is to be turned in by 12:00 Wednesday.

Issued: November 8, 1994
