

HOW TO REPORT DAMAGED EQUIPMENT

1. On a Post-it note, write your name, phone number, and today's date. Post-its are on the table by the office door.
2. Place it on the damaged equipment.
3. Place the equipment by the office door, if possible.
4. Contact the Building & Grounds person to report what equipment is damaged. Their information is located on the Jobs document on the bulletin board.

Thank You!