

GENERAL ITEMS:

- Report items needing repair to campus secretary ASAP.
- Report faucet or water fountain leaks to campus secretary ASAP.
- Report electrical light malfunctions during the day to campus secretary.
- Turn off copy case lights after regular school hours.
- Keep exterior doors and windows closed and locked.
- Adjust manual thermostats to proper level during heating (winter months – 68 degrees, Cooling months – 82 degrees).