

Jobs to be Completed for PPH

X represents jobs that another group is supposed to work on.

Last updated: Sept. 9, 2008

One Time Jobs to Be Completed ASAP			
Prioritized	Job	Person Responsible	Check When Completed
	Clean carpets in JH		
	Install and wire air conditioning wall unit in the computer lab		
	Fix easel		
	Wash <u>inside</u> windows in hall, JH, etc.		
	Tear down BCS sign near Sunset. Save post and throw away plywood.		
	Inspect gym roof to determine why leaking		
	Clean out gutter drainages on main building		
	Install curtain rods in Mrs. Benham's room		
	2 nd grade: map above the whiteboards is lose. Screws need tightened.		
	Fix door on boys bathroom stall in the gym		
	Touch up paint primary shelves		
	Patch hole in wall near JH doors		
	Trim JH doors on the outside		
	Trim bottom of Kindergarten door		
	Secure cable in PK room		
	Downspout by dumpster needs reattached		
	Secure cable on exterior of building north side near the kindergarten classroom.		

Repetitive Jobs to be Completed (Typically these need to be done several times through the year.)

Prioritized	Job	Person Responsible	Check When Completed
	Cobwebs dusted from corners of ceilings.		
	Clean heater intake vent in main building		
	Clean heater intake in gym		
	Weed round flower bed behind school		
	Weed islands in parking lot		
	Weed island next to Racine street		
	Weed flower bed next to the school		
	Weed flower bed and sidewalk area by the flagpole		
	Weed the pick up area between the gym and school. Weed along the sidewalk by the gym and parking lot.		