

Business/Non-Instructional Operations

Records and Reports

Work Orders Concerning Buildings and Grounds

1. Principals will forward work order forms to the Director of Curriculum and Administrative Services for approval.
2. The work order will describe the specific job to be completed.

The Director of Curriculum and Administrative Services will determine how and when the task will be accomplished.

Distribution of the work order forms are as follows:

- One copy - Principal
- One copy - Staff member assigned
- One copy - Director of Curriculum and Administrative Services