School Buildings and Grounds: Concerns
Administrative Procedure 6.40A

This form is for Caretaker A use and will be reviewed monthly with Principal.
It needs to be accessible to the Principal, Safety Officer and Buildings Supervisor.
Retain at the school for three (3) years.

Date	**Location**	**Concern** (If emergent, report to Principal immediately)	**Response(s)** (on the spot repair, work order, report to Principal, other)	**Status** (indicate when completed / additional information)