School Buildings and Grounds: Concerns
Administrative Procedure 6.40A

This form is for Custodian 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)