

ACTION FORM

**If you are very satisfied or unsatisfied with the condition or repair of your room please notify me by completing and returning the following action form (the form will be confidential). Fold, staple, and deposit in the custodial mailbox in the High School Office. Appropriate measures will be taken in response to your concerns as quickly as possible. Once again, thank you for helping us maintain a clean and safe environment.

DATE: _____

ROOM: _____

ISSUE: (Please be very brief but as specific as possible.)

* I am always looking for ways to improve the system. If you have any suggestions I want to hear them.*

** Thank you! **

Do not write below this line.

DATE RECEIVED: _____

ACTION TAKEN: _____
