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*Cushing High School
James Moore, Principal*

Maintenance procedures: In an effort to help our maintenance department work more efficient and to ensure that your needs are met, please remember to follow the following procedures if you need repairs or service:

1. Complete a maintenance request form. This form is on-line and your password is password. You forfeit your right to complain if this form has not been submitted. I will help you complete this form, but no, I will not fill it out for you.
2. Unless it is an emergency do not stop one of our maintenance workers in the hall and tell them what you need repaired. They will forget, I know I've seen them do it.
3. If after 2-3 days your problem hasn't been addressed please send ME a reminder and I will follow-up for you
4. I promise you, our goal is to fix, repair or replace every request that maintenance gets. You must understand that we have 3 times more facilities than we had 5 years ago with 3 fewer workers. We are at the mercy of parts, delivery, servicemen, who only show up between the hours of 8 – 5 (if we're lucky) and gravity.

Thank you once again for you complete understanding and cooperation: Management 😊