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## Cristo Rey Brooklyn HS Facility Classroom/Office Checklist

Staff Member: \_\_\_\_\_ Room/Office: \_\_\_\_\_

Date of Form Submission: \_\_\_\_\_

*Note: This form is solely for Facility and Maintenance Requests. All CRB IT Support requests should be submitted through [help@crstoreybrooklyn.org](mailto:help@crstoreybrooklyn.org)*

**Please check all that apply and provide number needed or explanation of need:**

- Student Desks Needed # \_\_\_\_\_ or # Broken: \_\_\_\_\_
- Staff Teacher Desk Needed or Broken: \_\_\_\_\_ Chair: \_\_\_\_\_
- Fire Emergency Evacuation Laminated Sign: \_\_\_\_\_
- Dry Erase Board Not Present or Broken: \_\_\_\_\_
- Window/s and/or Shades Broken: \_\_\_\_\_
- Walls and/or Flooring Repair Needed: \_\_\_\_\_
- Electrical Outlet/s Repair Needed: \_\_\_\_\_
- Lighting Maintenance/Repair Needed: \_\_\_\_\_
- Closet Repair or Bookcase Shelving Repair Needed: \_\_\_\_\_
- Lock/Doorknob Repair Needed: \_\_\_\_\_
- OTHER: \_\_\_\_\_

**Please check if needed:**

- Waste Basket
- Bulletin Board
- Crucifix
- Flag
- Clock
- Room Number Adhesive Door Sign Needed/Damaged (One for each door) \_\_\_\_\_
- Access Swipe Card Front Door
- Classroom Key
- Office Key

~~For all Office/Class Supplies and/or Classroom Materials please see Ms. Barton, Main Office

~~Office Supply Order Spreadsheet is issued monthly by Ms. Bailey, Finance Office