



Report of School Facility/Health and Safety Issues:

To: Building Principal/Department Head

From: _____

Date: _____

Building/Location: _____

Below please describe the health/safety issue(s) in question.

Signature: _____

To be completed by Principal/Department Head:

Date Received: _____

Action Taken: _____

Signature of Principal/Department Head: _____

Please forward this completed form to Mr. Jeff White, Assistant Superintendent of Business and Administration and Arturo Rivera, Director of Facilities at City Hall

Date received by District-Wide Health & Safety Committee: _____

Resolution: _____

Responded to originator of Memo on: _____