Media Center Maintenance

Building Maintenance

 -Debbie Knipfer

 -Jemal or Gerald Carpenter

Electrical Maintenance

 -Glenn Brown

Surplus Furniture or Discarded Books

 -Joe Vanderveen

Information Technology inventory-

-Bill Wright (TSS)

-Trent White (Inventory Control Specialist)

Copy Machine

 -Debbie Knipfer

If it’s technology surplus, consult with TSS and/or Executive Principal and offer a rationale.

If it’s technology repair, submit a Help Ticket and consult with TSS.

If it’s a request for improvement, consult with Executive Principal then make a maintenance request through bookkeeper.