

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
CUSTODIAL/GROUNDS DEPARTMENT
PHYSICAL PLANT OPERATIONS DIVISION**

May 1, 2008

TO: All Head Facilities Servicepersons

FROM: Custodial/Grounds, Physical Plant Operations Division

SUBJECT: CLASSROOM SETUP

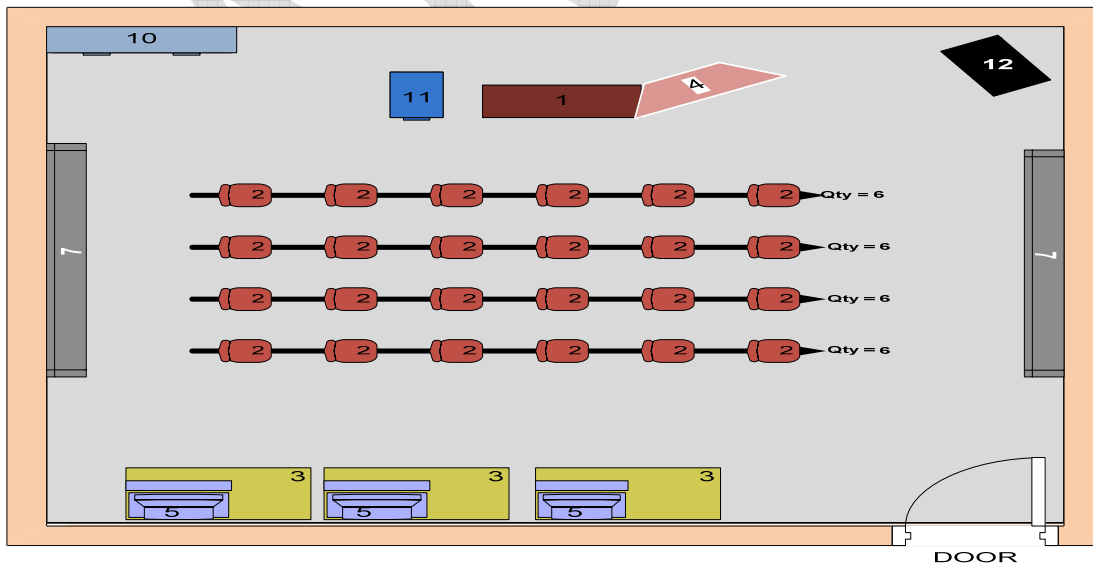
In order to make a smooth transition in the upcoming school year, your custodial department would like to assist you with your classroom set up prior to your return. Please use the example classroom as a guide with inventory and door location. This will allow us to assist in meeting your classroom needs.

Note: Please fill in your name and room number and place info in your Head Facilities mailbox.

Thank you in advance for your cooperation.

Teacher Name: _____ Room #: _____

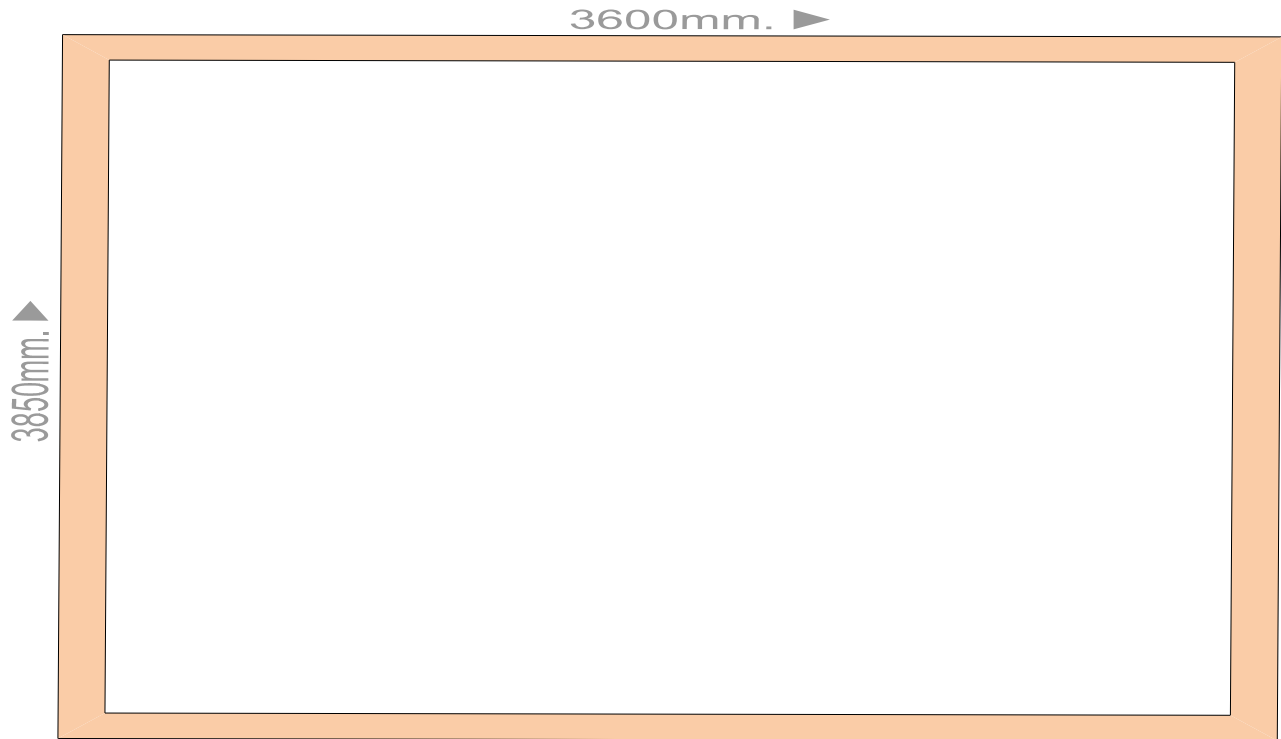
Qty	Inventory	Qty	Inventory
1	1. Teacher's desk		9. Chairs
24	2. Student desk	2	10. File cabinets 4 drawer
3	3. Rectangular table	1	11. File cabinets 2 drawer
1	4. Trapezoid table	1	12. TV cart
3	5. Computers	0	13. AV cart
0	6. Book cases (wheels)	0	14. Other
2	7. Black / white boards		
0	8. Science tables		



Looking from your door in

Teacher Requested Setup

Teacher Name: _____ Room #: _____



Looking from your door in

Quantity	Inventory	Quantity	Inventory
	1. Teacher's desk		9. Chairs
	2. Student desk		10. File cabinets 4 drawer
	3. Rectangular table		11. File cabinets 2 drawer
	4. Trapezoid table		12. TV cart
	5. Computers		13. AV cart
	6. Book cases(wheels)		14. Other
	7. Black / white boards		
	8. Science tables		