

Bus Barn Storage

1. Storing items in Bus Barn
 - a. Items to be stored in Bus Barn should be viable to someone in the district. Please do not store items that are damaged.
 - b. Folding tables and red plastic chairs should not be sent to the Bus Barn. These are stored in the MPF (Multi-Purpose Facility).
 - c. Items that are susceptible to humidity should not be sent to the Bus Barn. For example, items made primarily of particle board should not be stored in Bus Barn.
2. Procedure to have items moved to Bus Barn.
 - a. Complete the Google Form located on the faculty webpage. Do not put in a maintenance request.
 - b. This form will be considered by supervisors and storage management personnel.
 - c. Once a determination has been made regarding the items, the items will be moved to the Bus Barn or the person making requests will be notified of other determination for the item. (Ex – the item will be relocated to another classroom, item will be removed and disposed of, or some other determination.