

from the desk of

Sharon R. Hardwick
Maintenance Supervisor

Subject: Maintenance Department Special Project – Work Order Priorities

Dear Principals,

Beginning next week, the Maintenance Department will be working on a special project for the State that must be completed by September 1st.

During this time, we ask for your patience and understanding regarding daily maintenance work orders. Please continue to submit all maintenance issues through Kissflow as usual. Work orders will be reviewed and prioritized based on the importance and urgency of each request.

We also ask that you please refrain from contacting Mr. Strode or Mr. Oliver directly regarding routine maintenance requests during this timeframe. They need to remain focused on completing these important state projects by the September 1st deadline.

Please know that we remain committed to addressing all of your maintenance needs and will work diligently to get issues resolved as quickly as possible.

I apologize for any inconvenience this temporary change in response time may cause, and I sincerely appreciate your patience, cooperation, and understanding during this timeframe.

Thank you for your continued support.

Sincerely,

Sharon R. Hardwick

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