

Division of School Plant Operations

SUMMER PROJECT PROGRESS REPORT

School Name _____

School Number _____

UNITS	NO. OF UNITS	UNITS COMPLETE	UNITS INCOMPLETE	COMMENTS		
Classrooms						
Conference Rooms						
Gym(s)						
Kitchen						
Locker Rooms						
Rest Rooms						
Administrative Areas						
Cafeteria/AP Room						
Hallways						
Grass Cutting Dates:						

ACTIVITIES, CONSTRUCTION AND RENOVATIONS SCHEDULED

TYPE OF ROOM(S) USED	NUMBER OF ROOMS	START DATE	END DATE

DUE DATES FOR REPORT TO BE SENT TO YOUR SCHOOL PLANT OPERATIONS SUPERVISOR

July 3

July 17

July 31

August 7

ANTICIPATED COMPLETION DATE FOR THE ENTIRE BUILDING: _____

Building Service Manager

Date