

# CONNEX UNIT STORAGE CHECK LIST

School \_\_\_\_\_ Location # \_\_\_\_\_

Contact \_\_\_\_\_

Connex # \_\_\_\_\_

## Unacceptable Storage Items

Electronic Items Yes No

If yes trade in program Yes No

Long term furniture storage Yes No

If yes turn in for credit Yes No

Custodial Yes No

If yes help with storage Yes No

Paper, Textbooks, Records Yes No

If yes help with storage Yes No

Hazardous materials Yes No

If yes contact safety office Yes No

Broken, damaged, obsolete equip. Yes No

If yes, complete shipping four Yes No

## Acceptable Storage Items

P.E Equipment

Theater/Play items

Fair/Carnival

Athletic equipment

Roving Teacher ( Year round )

Condition of Connex \_\_\_\_\_

Reported for clean up.....Yes No

Date turned in \_\_\_\_\_

Site Signature \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date of review \_\_\_\_\_

Date F.S.R. notified \_\_\_\_\_

New school requesting connex for storage of \_\_\_\_\_

**Note:** Any items in the Yes column must be addressed before additional Connex units will be issued.

Connex Approved

Connex Not Approved

For Further Information please call Purchasing Department, Tim Rogers 799-5225 x5442