**Policy:** Sites shall be maintained in a clean and safe condition and shall not pose a threat to health or safety.

**Procedure:** This list shall be completed annually and updated as needed. The NMCAA Facilities Coordinator **must** be contacted with electric, heating, plumbing, septic, or general maintenance issues.

|  |  |
| --- | --- |
| **FACILITY INFORMATION** | |
| **SITE:** | **TEACHER:** |

|  |  |
| --- | --- |
| **FACILITY CONTACT INFORMATION** | |
| **Food Vendor** | |
| Phone #: | Name/Address: |
| **Gas/Propane Supplier** | |
| Phone #: | Name/Address: |
| **Landlord \*\*\* Please call the Facilities Coordinator first with any landlord-related issues \*\*\*** | |
| Phone #: | Name/Address: |
| **Public School Contact** | |
| Phone #: | Name/Address: |
| **Utility Supplier (Electric)** | |
| Phone #: | Name/Address: |

**Please contact the Facilities Coordinator with issues related to the following:**

Kelly Stockfisch: 231.357.2965 or [kstockfisch@nmcaa.net](mailto:kstockfisch@nmcaa.net)

Please email NMCAA’s IT department for all internet or phone issues: [IT@nmcaa.net](mailto:IT@nmcaa.net)

**Distribution:** **Original** in Grab & Go Binder **Copy:** Facilities Coordinator; Site Coordinator/Supervisor

**References:** R400.8380; HSPPS 1302.47(b); GSRP Implementation Manual