**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.

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

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| **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

Please email NMCAA’s IT department for all internet or phone issues: 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