



Filter Cleaning Requests now need to be communicated directly to your custodial staff!

1. Please print this page
 2. Complete the information below
 3. Give directly to your custodial staff member
-

Classroom Information

Requesting Teacher _____

Classroom Number _____

Date of Request _____

For Custodian Use Only

1. Please clean and replace the filter
2. Please reset the filter timer through the projector menu
3. Please sign below to confirm that you have completed the request and leave a copy of this signed document on the teacher's desk in the specified classroom.

This request has been completed _____

(Signature)

(Date)