

Office Needs List

Category Name	Item	Description	Requested
Office Supplies	12in wide laminator	Our laminator is failing and we laminate a lot of large items in the summer	2/23/2011
Kitchen			
Storage	Off-site storage location	We are interested in finding an off-site storage location for summer items and financials. This could be a corner in your basement or a part of your storage facility	2/23/2011
Store	Vacuum Cleaner	We are responsible for our own office cleaning. Our vacuum is old and loud. The neighbors have requested that we not use the machine during working hours because they can't answer their phones.	3/11/2011
Library	Songs, Videos, DVD's, Books, Lessons, etc.	The Library is a great resource for teachers. Please donate your gently used or new materials so others can benefit	2/23/2011
Technology	Portable Projector	Used for classes, seminars, and other training opportunities	2/23/2011

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Category Name	Item	Description	Requested
Training Room	Divider Wall/Chalkboard	To maximize space in the training room we need to rotate the room 90 degrees. The current used to block the storage space would no longer be useful. We would need some sort of dividing wall that would allow us to project on it for the powerpoints used in training.	3/11/2011
Miscellaneous	Shovel	The parking lot is plowed but not the last 2 feet to the building	2/23/2011