

Portsmouth High School Facilities Deficiency Report

1. Room Number: _____
Use: _____

2. Room

3. Date of Report: _____

4. Description of need:

1. Please use the complete room number including any letter designations on the signage.
2. Please describe what the space is primarily used for. (i.e. classroom, conference room etc.) This will assist us in prioritizing our response.
3. Please include the date of report so that we may track our response.
4. Please describe the problem as fully as you believe is needed for us to understand the need. We will also ask questions if needed.

Thanks for your help.