

# MEMO

**To:** Lorelei Case, Board of Education  
**CC:** Debbie Rutt  
**From:** Donald R. Preiss  
**Date:** September 7, 2016  
**Subject:** Surplus Equipment

The Buildings & Grounds Department would like to have the following pieces of equipment listed as surplus:

<u>Qty.</u>	<u>Description</u>
3	Cabinets
50	Student Chairs
22	Student Desks
8	Teacher Desks
48	Student Combination Desks/Chairs
6	Shelf Units
1	Refrigerator - Residential
2	Stoves
3	Large Kitchen Coolers – Commercial
1	Milk Cooler

The above items are damaged and beyond repair.

Thank you for your consideration.