

Facilities Team:

Facilities/Grounds Question or Concern

Name: _____ Date: _____

Contact: Phone: _____

Email: _____

Name and Contact information must be provided.

Please deposit this form in the mail slot accessible in the hallway wall of the Secretary Office. This form will be forwarded to the Facilities Team. If we have any questions, a team member will contact you. Once this question/concern is addressed, you will be notified.

Question / Concern: _____

We strive to address all issues in a timely manner.
Thank you for submitting your questions/concerns.

I am available to help with issues related to Discovery's facilities and grounds: Yes
 No

OFFICE USE ONLY

Date Received: _____ Reference # _____

Team Member Contacted: _____ Reply Date: _____