

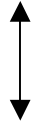


# NBEA/NBPS

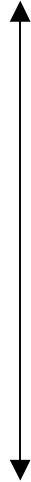


(Protocol for Reporting Equipment Malfunctions and Requests for Repairs)

Faculty Representative



Principal

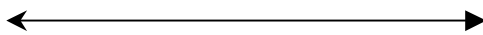


Chief Administrator  
Finance and Operations

This step is not meant to bypass the Principal. This step should only be utilized if the equipment malfunction continues to be unresolved within a reasonable timeframe.



NBEA



Superintendent  
Or  
Appropriate Person