



355 West Main Street  
Lexington, Ohio 44904  
1-800-395-7090

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## CHECKLIST

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Ship To: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Architect: \_\_\_\_\_

Project Delivery Date: \_\_\_\_\_

### Pages

2	Reception; Principal's Office
3	Assistant Principal's Office; Secretary's Office
4	Guidance Counselor's Office; Conference Room
5	Clinic; Teacher's Lounge/Work Room
6	Music Room; Art Room
7	Foreign Language; Industrial Arts
8	Science Room; Cafeteria/Multi-Purpose Room
9	Kitchen Office; Custodian's Office/Storage
10	Physical Education Area
11	General Classroom; Computer Lab

Reception Area

Room # \_\_\_\_\_

	Settee
	Chairs
	Tables
	Customized Counters
	Director/Board
	Coat Rack
	Window Treatment
	Logo Entrance Map
	Waste Basket
	Clock
	Presentation Flag

Principal's Office

Room # \_\_\_\_\_

	Desk (Options)
	Credenza
	Lateral/Vertical File
	Desk Chair
	Side Chairs
	Bookcase
	Conference Table
	Conference Cabinet
	Refrigerator
	Planner/Corkboard
	Chair Mat
	Storage Cabinet
	Radio/Weather Alert
	TV/VCR
	Megaphone
	Safe

	Coat Rack
	Waste Basket
	Pencil Sharpener
	Flag Presentation Kit

Assistant Principal's Office

Room # \_\_\_\_\_

	Desk (Options)
	Credenza
	Lateral/Vertical File
	Desk Chair
	Side Chairs
	Bookcase
	Conference Table
	Conference Cabinet
	Refrigerator
	Planner/Corkboard
	Chair Mat
	Storage Cabinet
	Radio/Weather Alert
	TV/VCR
	Megaphone
	Safe

Assistant Principal's Office

Room # \_\_\_\_\_

	Coat Rack
	Waste Basket
	Pencil Sharpener