



**To:** CRCSD Building Staff

**Date:** December 7, 2017

**Re:** A-Phone

To Whom It May Concern:

If you experience any issues with your A-Phone system, please submit a work order through [SchoolDude](#) along with a follow-up phone call to the Buildings and Grounds Department. Please do not contact a vendor directly as the problem may be in-house with a simple solution. If we are unable to repair the A-Phone in-house, we will determine who needs to be contacted for assistance.