

**METHUEN PUBLIC SCHOOLS
BUILDING COMPLAINTS DURING RENOVATIONS
INFORMATION SHEET**

Today's Date _____

Time of Filing _____

Name of Person Filing Complaint _____

Date of Complaint _____

Time of Complaint _____

Location of the Complaint _____

Details of the Complaint _____

Who took the Complaint _____

No Further Action Required – Complete _____

Further Action Required _____

Action Completed _____
