

Custodial Request Form

Staff Name: _____

Room or Location : _____

Request Specifics: (please give as much detail as possible)

Date needed: _____

Any item that may need ordering (specifics)? _____

PLEASE TURN THIS INTO THE CUSTODIAL BOX (PAUL)

*This form **MUST** be used to request any work (changes, needs, fixes, repairs, items to move, replacements, additions, removal, cleaning etc) that you would like completed by the custodial staff. **These are things beyond the normal day to day operational things**, paper towels, general room cleaning, toilet paper, spills etc.

If you do not fill out this form, the job will not be completed.

Received by date and initial: _____

Completion date and initial: _____