

# REQUEST FOR CUSTODIAL ASSISTANCE

## Instructions for Requestor:

- A. Please complete all items in Part I.
  - 1. Write Request Concisely
- B. E-mail the completed request to Ms. Patrick
- C. Thank You.

## Part I

Requestor's Name: \_\_\_\_\_ Room # \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Description of task to be completed:

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## Part II

(To Be Completed by School Administration)

Request approved. Date submitted to custodians: \_\_\_\_\_

Request not approved for the following reason(s):

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## Part III:

(To be completed by custodians and returned to Mrs. Martinez)

Services completed by: \_\_\_\_\_

Date Completed: \_\_\_\_\_

If not completed, explain why:

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