

# CUSTODIAL WORK ORDER REQUEST FORM

Name of School: \_\_\_\_\_

PLEASE SUBMIT TO BUILDING HEAD CUSTODIAN

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Work Order # \_\_\_\_\_

- REPAIR: \_\_\_\_\_
- REPLACE: \_\_\_\_\_
- INSTALL: \_\_\_\_\_
- CLEAN: \_\_\_\_\_

AREA/ROOM: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_

PRIORITY: \_\_\_\_\_ High: \_\_\_\_\_ MEDIUM: \_\_\_\_\_ LOW: \_\_\_\_\_

NOTE:

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBMITTED TO: \_\_\_\_\_ DATE: \_\_\_\_\_

WRITTEN: \_\_\_\_\_ ELECTRONIC: \_\_\_\_\_ VERBAL: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Head custodian, FORWARD COMPLETED FORM TO BUILDINGS AND GROUNDS OFFICE