


Request For Custodial/Maintenance Service

Person Requesting Service: _____		Date: _____
Service Status: <input type="checkbox"/> Emergency <input type="checkbox"/> Priority <input type="checkbox"/> Regular		Time: _____
Service requested: _____ Building/Room: _____		
Custodial/Maintenance Use Only		
Comments: _____ _____ _____		
Service Started: _____	Service Completed: _____	Total Time: _____
When completed, sign and return to Maintenance Director: _____		