



Sutton Elementary School

Request for Custodial Service



Teacher _____ **Room** _____ **Date** _____ **Time** _____

1st Request

2nd Request

3rd Request

Specific Needs and/or Repairs:

Directions for Completing Form:

- Complete form.
- Maintain a copy for your records.
- Turn in a copy to the Principal, S. Cripps-Rains.
- Turn in a copy to the Plant Operator, Jose Del Rio, to the mailbox labeled "Custodial".

Completion Date/Comments

Plant Operator Signature