

# REQUISITION FOR CUSTODIAL SERVICES – ROSEAU PUBLIC SCHOOLS

Directions: All requests for custodial services are to be given to a program supervisor for approval. Generally, only urgent work will be approved during the school year. Use a separate requisition form for each task. All copies of this form are to be submitted.

July 2017

## Section A: TO BE COMPLETED BY THE SCHOOL EMPLOYEE REQUESTING CUSTODIAL SERVICES.

Check the location below and describe the section of the building or part of the school grounds where the custodial work is to be done or the requested product is to be used.

- Roseau Elementary School \_\_\_\_\_  Rams Sports Center \_\_\_\_\_  
 Roseau High School \_\_\_\_\_  Bus Garage \_\_\_\_\_  
 Other (describe): \_\_\_\_\_

Describe custodial work requested. \_\_\_\_\_

Signature of Employee Requesting Work: \_\_\_\_\_ Date: \_\_\_\_\_

## Section B: TO BE COMPLETED BY THE PROGRAM SUPERVISOR.

Could this work be done during the summer recess?  Yes  No

Priority Ranking (summer requisitions only): No. \_\_\_\_\_

(Approval of Supervisor)

## Section C: TO BE COMPLETED BY CUSTODIAL STAFF.

Person assigned work by the Supervisor of Buildings & Grounds: \_\_\_\_\_

This information is to be completed by the custodial staff and returned to the Supervisor of Buildings & Grounds. The Supervisor of Buildings & Grounds will return this form to the supervisor of the employee requesting the work.

- Work was completed on \_\_\_\_\_ (Date)  
 Work will be completed on approximately \_\_\_\_\_ (Date)  
 Work cannot be completed due to the following: \_\_\_\_\_