

# REQUISITION FOR SUMMER CUSTODIAL WORK

## BELGRADE PUBLIC SCHOOLS

Directions: All requests for summer custodial services are to be given to your immediate supervisor for his/her recommendation. If recommended, the custodial work request will be forwarded to the District Office for consideration based on the budget available. Use a separate requisition form for each task.

### SECTION A: TO BE COMPLETED BY THE EMPLOYEE REQUESTING CUSTODIAL SERVICES

- Heck Elementary School       Quaw Elementary School       Ridgeview Elementary School  
 Belgrade Intermediate School       Belgrade Middle School       Belgrade High School

Check the location above and describe the specific section of the building or part of the school ground where the custodial work is to be done.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

### SECTION B: TO BE COMPLETED BY EMPLOYEE'S IMMEDIATE SUPERVISOR

Could the work be done during the summer recess?       YES       NO

Priority Ranking (5 is highest & 1 is lowest) \_\_\_\_\_

### SECTION C: TO BE COMPLETED BY HEAD CUSTODIAL STAFF

Person(s) assigned work by Head Custodian: \_\_\_\_\_

This information is to be completed by the head custodian. A copy is to returned to supervisor of the employee requesting the work.

Work was completed on \_\_\_\_\_  
Date

Work will be completed on approximately \_\_\_\_\_  
Date

Work can not be completed due to the following: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_