



Facilities Department
Maintenance/Custodial Request

This form may be used to request attention to the following:

- Cleaning: floor, waste removal, dusting
- Repairs: furniture, plumbing, lighting, heat/air conditioning
- Security: windows, doors, lights
- Vandalism: broken windows, graffiti, markings
- Ceiling/roof: leaks, damage
- General: Picture hanging, painting, additional furniture

Maintenance/Custodial Request Information:

Teacher's Name: _____

Room#: _____

Teacher's Signature: _____

Date: _____

Principal's Signature: _____

Date: _____

PLEASE SUBMIT THIS FORM TO YOUR SCHOOL'S MAIN OFFICE FOR PROCESSING