

**ASHFORD SCHOOL
REQUEST FOR MAINTENANCE/CUSTODIAL WORK**

Directions: Please fill out the form and submit this request to the **Principal's Office**. **Minor work** will be completed **at once**, or as soon as possible. **Sizable jobs** will be **scheduled**.

Requester: _____ Date: _____
Area/Location/Room#: _____

Priority: Immediate As soon as possible School Vacation Summer

Please describe the work requested: _____

Requester's Signature

Date

Principal/Assistant Principal's Signature

Date

Superintendent/Administrative Assistant

Date

Work Completed By: _____

Date _____

(upon completion, file in Superintendent's Office)