



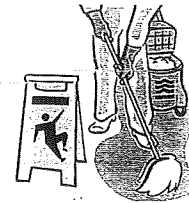
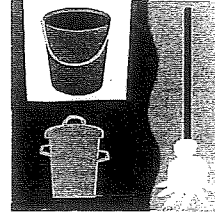
# Carol City Elementary School Custodial Request

Room: \_\_\_\_\_

Date: \_\_\_\_\_

The following items need attention:

- \_\_\_\_\_ Empty pencil sharpener
- \_\_\_\_\_ Sweep floor
- \_\_\_\_\_ Vacuum carpet
- \_\_\_\_\_ Empty waste containers
- \_\_\_\_\_ Mop Floors
- \_\_\_\_\_ Wax Floors
- \_\_\_\_\_ Shampoo carpet
- \_\_\_\_\_ Clean walls
- \_\_\_\_\_ Clean doors
- \_\_\_\_\_ Dust window sills
- \_\_\_\_\_ Dust teacher's desk
- \_\_\_\_\_ Clean students' desks
- \_\_\_\_\_ Dust chalk racks
- \_\_\_\_\_ Dust maps, globes, file cabinets, and all shelves
- \_\_\_\_\_ High dust light fixtures
- \_\_\_\_\_ Clean base boards
- \_\_\_\_\_ Strip old wax build-up from floor tiles
- NOTE: Floor tiles should look like new.
- \_\_\_\_\_ Other: \_\_\_\_\_



## TO BE COMPLETED BY THE ADMINISTRATION

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

Please give immediate attention to the items marked above and return this form to Ms. Dunn upon completion.

Your signature indicating the job(s) have been completed.

\_\_\_\_\_  
Custodian's Signature

\_\_\_\_\_  
Completion Date