

Signal Hill PTA Custodial Work Request Form

Name of Event _____

Date of Event _____

Chairperson _____

Chairperson Tele. # _____

Is Delivery Required? (Circle one) YES NO

If yes, Date & Time required _____

Is Set-up Required? (Circle one) YES NO

If yes, Date & Time required _____

Materials/Equipment Needed (Eg., coffee, tables, projector, etc.)

Submit one copy to Jim Reichert, Head Custodian and one copy to the main office.