



## Soaring to New Heights

Principal: Marwan Sayegh

Assistant Principals: Mallory Alger, Anna Nowak-Richardson, George Miles

# Custodial Request Form

2024 - 25

Please list below any repair work / service needed in your classroom. Then, submit the form to the principal's secretary in the Main Office. Please refrain from making direct requests to the custodial staff. I will approve and forward your request to Mr. Naber.

Thank You!

### MEMORANDUM .....

TO: Marwan Sayegh

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

Rm. #: \_\_\_\_\_

RE: Room/Service Maintenance Report

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

Date / Approval by Admin: \_\_\_\_ / \_\_\_\_\_

*Innovation \* Inspiration \* Excellence for All*