

PENN VALLEY ELEMENTARY SCHOOL CUSTODIAL WORK ORDER

PLEASE DELIVER TO HEAD CUSTODIAN (esslinj@lmsd.org) 14 DAYS PRIOR TO ACTIVITY
AND GIVE COPY TO SCHOOL PRINCIPAL (MitcheS@lmsd.org)

Today's Date:

H S A Contact:

Name _____ Committee _____

Phone _____ Email _____

Name of Activity _____

Dates of Activity:

Estimated Attendance:

Activity Start Time:

Activity End Time:

Area(s) of school in which activity will take place _____

SETUP: Please have the following set up by: Date/Day of week _____ Time _____

1. _____ We will make use of the chairs and tables already located in the space. Please arrange them as follows _____

2. _____ We require the following items to be set-up in this location:

Tables: # _____ Approximate location in space _____

Chairs: # _____ Approximate location in space _____

A/V Equipment (specify): _____

Approx. location of A/V _____

Electrical Supply: # of outlets _____ Approx. location in space _____

Other (specify and give approx. location) _____

Special Instructions or Important Information: