

Ben Franklin 2019/2020 School Year

PTO Custodial Request Form

Thank you for taking the time to complete this form. It will help prepare the custodians and ensure that your event runs smoothly.

PLEASE PLACE YOUR REQUEST INTO THE CUSTODIAN MAILBOX

Ben Franklin Custodians:

Gerald Altema
Joseph Oschmyanee
Teddy Warwick
Margaret Adu

Please fill out all the requested information below:

| | |
|---|--|
| Name of Event | |
| Date and Time of Event | |
| Event Contact Person/ Phone Number | |
| Equipment Needed | |
| Location (i.e. Teacher Lounge, All Purpose Room, etc) | |
| Other Services Needed (i.e. doors locked or unlocked) | |