

CUSTODIAL REQUEST FORMS



- A Custodial Request Form must be completed when you need the BRS Custodial Staff to set up tables for specific PTA events (Book Fair, Bake Sale, Panther Pantry, Walk in My Shoes, etc...).
- For specific dates, please check with the BRS Admin. Assistants in the Main Office to make sure the room(s) you are requesting is not being used for other BRS events.
- Avoid last-minute requests — fill out and submit the Custodial Request Form at least two weeks before the actual event.

Instructions for Custodial Request Forms

1. Fill out all information on the form.
2. Add a drawing, if necessary, for how you would like tables, benches, etc. to be placed in the room.
3. Put the completed form/drawing into the custodians' mailbox in the mailroom (box is labeled Beechum-Anguilar)
4. Follow up with Lonnel Beechum (head custodian) to

Any questions? Please contact:

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