

\_\_\_\_\_

**FOOD SERVICE REQUEST FOR CUSTODIAL/ZONE MECHANIC SERVICES**

TO: \_\_\_\_\_, Principal

FROM: \_\_\_\_\_  
Food Service Manager/Satellite Assistant or Designee

DATE SERVICE REQUESTED:

REQUEST(S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This section to be completed by Principal/Zone Mechanic/Custodian**

Job assigned to: \_\_\_\_\_ Date completed: \_\_\_\_\_

Work order called in: YES      NO      Work order #: \_\_\_\_\_

Follow up needed: YES      NO

If yes, explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**When request is completed, please provide the food service manager with a completed copy.**