



CUSTODIAN / MAINTENANCE OVERTIME SHEET

BUILDING _____

DATE WORK WAS PERFORMED _____

TIME: FROM _____ TO _____

ACTUAL NUMBER OF HOURS _____

PURPOSE _____

NAME _____
PLEASE PRINT

SIGNATURE _____

APPROVED _____
Principal's Signature

For Office Use _____
Account #

NOTE: Custodian must receive permission from the Principal or Supervisor of Buildings & Grounds prior to working overtime. Overtime sheets must be turned in at the end of the month.
Revised 6/24/15

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