

Custodial Services Intern Substitute Request

Please note: Priority is given to emergency situation and to elementary head custodians who do not have a general custodian.

An intern should be a last resort to have your school covered. Please contact your assistant head, general, and part time custodians to have your school covered before requesting an intern.

Employee Name:	Date of Request:
Employee Location:	Employee Cell Phone #:
Intern Sub Start Date (Add 1 additional day for intern to mirror before leaving):	Last Date Needed:
Hours needed (Example 6:30 am- 3:00 pm):	Building checks needed: Yes _____ No _____
Employee Signature:	Principal Signature:
Reason for needing an Intern Substitute:	

Complete this form in its entirety and fax it to Custodial Services Administration at 801-402-7881 or email it to dscustodial@dmail.net

In the event of an immediate emergency, call Custodial Services directly at 801-402-7880. If there is no answer, contact your coordinator. Please speak with someone from Custodial Services Administration before not showing up to work.

Custodial Services Director Approval _____

Requestor has been notified