

Date: \_\_\_\_\_

**FOOD SERVICE REQUEST FOR CUSTODIAL/RESIDENT MAINTENACE SERVICE MECHANIC (RMSM)**

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

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

DATE SERVICE REQUESTED:

REQUEST(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This section to be completed by Principal/Custodian/RMSM**

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.**