

## APPENDIX C – CUSTODIAL FORMS

## C1. Custodial Service Request

**REQUEST FOR SERVICE**

This form is to request services such as moving of material (furniture, file cabinets, etc.), and setup for events. Do not use this form for audio visual requests or access to facilities.

***If this request is for disposal of items/equipment, please attach Equipment Action Request Form.***

Type of service requested: (Check if applicable)

- Move                       Repair                       Other
- Setup *(Must attach a diagram for events or setups)*

Date of activity: \_\_\_\_\_ Location Bldg/Rm \_\_\_\_\_

If this is a change or move indicate:

From: \_\_\_\_\_ To: \_\_\_\_\_  
(Bldg, Room, Ext, Etc.)                      (Bldg, Room, Ext, Etc.)

Description: (What? Why? How many?): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are funds available to cover the cost?  Yes  No *(This must be completed or form may be returned)*

Identify source of funds: \_\_\_\_\_  
(Fund name and budget code)

Name of person making request: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Manager \_\_\_\_\_ Date \_\_\_\_\_

**BUSINESS OFFICE USE ONLY**

Approved?  Yes                       No                       Returned

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Business Services Manager \_\_\_\_\_ Date \_\_\_\_\_