

ORANGE BOARD OF EDUCATION

Maintenance & Custodial Overtime Hours

Custodian	School	Area
Date Worked		User Group
Event		Hours Requested
Start Time		User Signature
Stop Time		User Signature

Condition of Area: *Check Appropriate Boxes* (Start OK Damaged) (Stop OK Damaged)

List Damage, If Any: _____

Total Hours Worked

Note: The user group must agree to be responsible for the conduct of all persons in attendance at the activity. The custodian on duty will not serve as a policeman. The renting organization must agree to be responsible for property damage done while they and their guest are using the building.

Maintenance & Custodial Task Assigned:

Completed

Initial

1			
2			
3			

Maintenance & Custodian Comments:

Approved By:

Principal (*Please Sign*) Date

Business Administrator Date

Area Condition (*Check Appropriate Box*)

Description	OK	Damage	N/A
Mats			
Ceiling Tiles			
Basketball Rims/Backboard			
Bleachers			
Lavatories			
Other			