

**CUSTODIAL DUTIES REPORT FORM**

**Date:** \_\_\_\_\_ **Hours: Start** \_\_\_\_\_ **Finish** \_\_\_\_\_

**Duties performed:**

*(Examples: Trash removal, tidying storerooms/furnace room, light maintenance (light bulbs, AC/heating filter cleaning -quarterly, outside sweeping, room set-ups)*

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Please place in B & G box

B & G sign-off \_\_\_\_\_

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