

**CUSTODIAN / MAINTENANCE OVERTIME SHEET**

BUILDING \_\_\_\_\_

DATE WORK PERFORMED \_\_\_\_\_

TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

ACTUAL NUMBER OF HOURS \_\_\_\_\_

PURPOSE \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
NAME (**PLEASE PRINT**)

\_\_\_\_\_  
SIGNATURE OF CUSTODIAN / MAINTENANCE

APPROVED \_\_\_\_\_  
Principal

NOTE: Custodian must receive permission from the Superintendent prior to working overtime.  
Overtime sheets must be turned in at the end of the month.



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