



# BERGEN ARTS & SCIENCE CHARTER SCHOOL

ELEMENTARY (K-3) : 1255 Main Ave. Clifton, NJ 07011 P: (862) 247-8510 F: (862) 247-8511  
 MIDDLE SCHOOL (4-7) : 200 MacArthur Ave. Garfield, NJ 07026 P: (973) 253-0002 F: (973) 253-0110  
 HIGH SCHOOL (8-11) : 43 Maple Ave Hackensack, NJ 07601 P: (201) 968-5039 F: (201) 968-5044

*Our mission is to provide a clean, safe, secure, working and learning environment to all facility occupants*

## CUSTODIAL WORK ORDER FORM

Upon approval from the School Director, please email this form to **Operations and Facilities Manager**, Mr. Tair Azirov. ([tazirov@njascsc.org](mailto:tazirov@njascsc.org))

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PRIORITY LEVEL:

\_\_\_\_\_ EMERGENCY: **There is a security or safety concern.**

\_\_\_\_\_ ESSENTIAL: **The work needs to be completed within the next 3 days.**

\_\_\_\_\_ DESIRABLE: **The work needs to be completed as soon as possible.**

LOCATION OF NEED (ROOM NUMBER/AREA TO BE SERVICED):

\_\_\_\_\_

**DESCRIBE THE REQUEST Please describe the work requested in sufficient detail that the materials needed to complete the job can be identified. For your convenience, you may place a checkmark by one of items shown below or you may write it out in the blanks provided**

\_\_\_ Clean Board

\_\_\_ Clean Desks

\_\_\_ Clean Floors

\_\_\_ Empty Trash

OTHER: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVED BY: \_\_\_\_\_

ASSIGNED TO: \_\_\_\_\_

DATE ASSIGNED: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_