CUSTODIAL OVERTIME LOG - use more that one sheet if necessary

Building | **Pay period ending** _____ | **PAGE #** _____

Date	Employee	# of hours worked									Customer Name - Examples - Evergreen Church, YMCA, Swirlers, Lesley University	Permit #
		Custodial Use	School Function **SF**	School Athletics **SA**	District Offices **DO**	CE-Adult Life Learn **ALL**	CE-Aquatics **AQ**	CE Musical Ave - **MA**	CE SHAPE **SH**	Building Reserv BR		
SECTION #1 - List your staff, staff from other buildings and CM that worked overtime in your building this pay period												
	TOTALS											

SECTION #2 - List your staff that worked overtime for other buildings or the stadium

Date	Employee	Building where overtime was worked	# of hours worked		

SECTION#3 - List custodial subs or bus drivers who worked in your building this pay period

Date	Employee	Hours worked		
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