

Dear Staff,

Welcome back! The custodial team and I hope you had a relaxing and enjoyable summer. We are looking forward to working along with you this school year to help our students achieve academic success! It is our mission to provide safe, well maintained, and comfortable facilities that complement and promote our dynamic learning environments. We have worked hard to ensure a successful start to the 2022-23 school year and are here to assist you throughout.

For your reference, I would like to introduce you to our staff, along with our hours.

John Doe; Head Custodian, 6:00 a.m. to 2:30 p.m.

Jesus Martinez; Lead Custodian, 2:30 p.m. to 11:00 p.m.

Sally Smith; Night Custodian, 2:15 p.m. to 10:45 p.m.

Joe Dirt; 4 Hour Custodian, 4:00 p.m. to 8:00 p.m.

Dave Garrett; Night Custodian, 2:30 p.m. to 11:00 p.m.

I encourage you to contact me or any member of our team if we can assist you in any way. As the Head Custodian, I am your primary point of contact for any maintenance or building issues. Please feel free to e-mail me with any of those concerns at [jmdoe@yourschooldistrict.org](mailto:jmdoe@yourschooldistrict.org) or leave a message on my office phone (XXXXX). I will do my best to keep you informed of any issues from a custodial perspective that may have an impact on student achievement.

Have a great year!

Sincerely,

John Doe  
Head Custodian  
Name of School

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