

Facilities Work Order

(Please submit at least 7 days prior to your event.)

Name: _____ Phone #: _____

Today's Date: _____ Event Location: _____

Name of Event: _____

Date of Event: _____ Start Time: _____

Set up Time: _____ Tear Down Time: _____

Every effort will be made to fill your request for the following items:

Chairs # Needed _____ Tables # Needed _____ Lunch 6' table
Microphone DVD Player & TV LCD Projector & Screen
Extension Cords # Needed _____ Podium

In order to help us to regulate the temperature of the facility requested, please estimate the number of people to be attending: _____

Please understand that the submission of this work order **DOES NOT GUARANTEE** acknowledgement by the Maintenance Department. **A conversation must also take place with Tony Caranci at 215-412-7101 (ext. 531) 48 hours before your event to review and confirm the details you've requested.** In addition, Tony will show you where the lighting controls are located. In most cases, the gym doors will be pre-programmed to unlock and relock for you per the hours you list above.

Tony will also review with you, the following checklist of items to be completed prior to your departure from the property. Please keep a copy for your reference:

- **Doors are NEVER to be propped open.**
- **Turn off ALL LIGHTS to include Gym, Lobby, Classroom, Bathrooms, etc.**
- **Empty Trash Cans used by your group by taking the filled bags to dumpsters.**
- **Reline Trash Cans with New Liners supplied.**
- **Sweep, Mop or Vacuum Floors as needed and as discussed with Tony Caranci.**
- **Wipe Down Countertops.**
- **Check all doors to the facility used, making sure they are closed tightly and are locked. (Main exterior doors will lock automatically at 9pm unless other arrangements were made with parish office.)**
- **RETURN KEYCARD TO PARISH OFFICE DROP BOX before leaving the property, if applicable.**

Please understand that you are to leave the requested facility in the same condition that you found it...or better! There will not be an additional "clean up" by our staff, prior to usage by the next group, or in some cases, before the start of the next school day. Thank you for your continued support in the preventive maintenance of all of our facilities.