

## Facilities Work Order

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 \_\_\_\_\_  
Style of Table Required: Lunch table \_\_\_\_\_ or 6 Ft. table \_\_\_\_\_  
Microphone \_\_\_\_\_ DVD Player & TV/Screen (circle 1) \_\_\_\_\_  
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 \*531 to review and confirm the details you've requested. In addition, Tony will show you where the lighting controls are located and ensure your knowledge of locking and unlocking crash bars, etc.**

**Tony will also review with you, the following checklist of items to be completed prior to your departure from the property:**

- \_\_\_ Doors are NEVER to be propped open.
- \_\_\_ Turn off ALL LIGHTS to include Gym, Lobby, Classroom, Bathrooms, etc.
- \_\_\_ Empty Trash Cans utilized by your organization, by taking the filled bags to the dumpster.
- \_\_\_ Reline Trash Cans with New Liners supplied.
- \_\_\_ Sweep, Mop or Vacuum Floors as needed and as discussed with Tony Caranci.
- \_\_\_ Wipe Down Countertops.
- \_\_\_ Lock All Doors to the facility used, making sure they are closed tightly.
- \_\_\_ RETURN KEYS 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 in...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.*