

## Online Custodial Request Template

Custodial services are required for most events that change the default setup for a room and all events that involve catering or that takes place over the weekend. Please discuss with Letitia Charles what your room setup needs are before submitting a request.

### A. Select building, floor, and room where requested work is to be completed.

Where do we go:

User Buildings   Floor NA  Room NA

Auditorium Room 120	Seats 240. Offers full classroom and cinema projection. Default, podium only.
Room 108	Seats 40 for lectures. Accommodates 70 for receptions. Generally not available during business hours. Default, 8 square tables.
Room 208	Seats up to 70 for lectures, with podium and projection (default, 45 seats). Accommodates 60 for receptions, 15 for seminars.

### B. Input description of what work is requested to be done. The first 50 characters become the description field in the work order.

What needs to be done:

Description From What Needs Done

Enter work description here.

The following needs to be in the description field:

1. Date of the event
2. Starting time and ending time of the event
3. Name of the event
4. Name of the event organizer
5. Description of the room setup style, please include number of chairs needed.

[See below for Custodial Furniture Set Up Styles Options.](#)

### C. The requestor defaults to the person submitting the request. This cannot be changed.

### D. Select alternate contact - Please add [letitia.charles@yale.edu](mailto:letitia.charles@yale.edu) as an alternate contact on the work request.

Who do we contact:

Your name, email address and phone #

Please add [letitia.charles@yale.edu](mailto:letitia.charles@yale.edu) as an alternate contact on the work request.

- E. Select funding. If “Customer”, work is customer-funded, and COA (Yale's Chart of Accounts) is required. Earliest start, and latest finish dates are optional.

E

Funding :

Default Customer

Funding :

Default Customer Estimate No Estimate

Requested Dates :

Earliest Start :  X Latest Finish :  X

PTAEO :

*If you are requested to provide a COA (unit/department specific charging instructions) for this work request either by phone, email or within this electronic submission, you are indicating that your unit's/department's Business Office has approved funding for this work request.*

*\* Physical signatures are no longer required to be faxed or emailed for customer funded work. All work will be assumed to be approved.*

Company	YD or Gift	Cost Center	Program	Project	Spend Category	Assignee - (YSM Use Only) ?
CO01	YDxxxxxx	CCxxxx	PGxxxx	PJxxxxxx	SC281 - Physical I	<input type="text"/>

- F. Select priority. “Routine” - completion is 14 days, “Urgent” – completion is 4 days. “Emergency” cannot be selected. The Facilities Customer Service Center (432-6888) must be contacted in case of emergencies.

F

How urgent is it:

Routine Urgent Emergency

- G. Submit work request.

G

Submit :

Submit Reset

For your convenience, here is the [link](#) to submit an online custodial request.

## Custodial Furniture Setup Style Options:

### Auditorium

#### Default (Podium only) Style



#### Panel Style



#### Dialogue Style



## Room 108

### Default (Luncheon) Style

- 6 or 8 square tables with 4 chairs each; one back table made up of the 3 tables with 8 chairs around; and one long large table. Total of approximately 32 chairs.
- Make sure the tables are not close to the large table used for food placement.



### Reception Style

- All square middle tables are removed from the room.
- 12 of the chairs are placed in groups of 3 around the perimeter of room.
- Usually, the 3 back tables are in front of the fireplace. If only 2 tables are needed, the extra table can be placed in the back corner of the room.
- Always be aware of the exhibit artwork and the chair placement.



## Dinner Style

- The individual square tables are placed together to form one big table with chairs around.
- Comfortably holds up to 22 chairs, beyond that number a more creative furniture setup is needed.



## **Room 208**

### Default lecture (45)/seminar (15)



### Large lectures setup (70)

- All chairs used with additional red cushioned chairs (from Auditorium storage room) set up to equal 70 chairs.
- Receptions/food/beverages cannot be in the room when choosing this setup style.

### Other setup styles

- 1 folding table set up in front of the back seminar table creating a T-Shape



- 2 folding tables set up in front of the back seminar table creating a “U” shape of tables.



- 3 folding tables set up in front of the back seminar table creating a “square/rectangle” shape.

