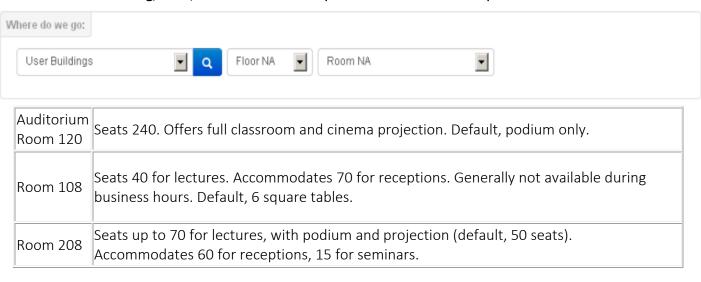
Custodial services are required for most events that change the default setup for a room and all events that involve catering or take place over the weekend. Please discuss with sara.carrigan@yale.edu what your room setup needs are before submitting a request.

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



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



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 sara.carrigan@yale.edu as an alternate contact on the work request.



B

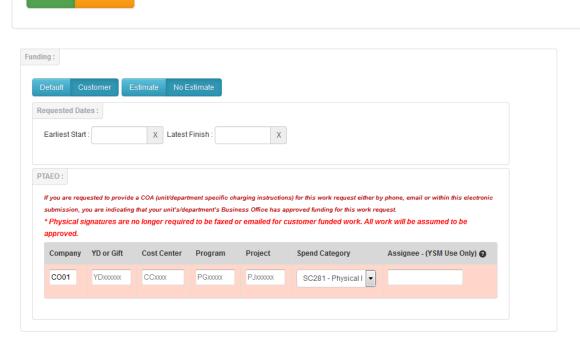




E. Select funding. If "Customer", work is customer funded, and COA (Yale's Chart of Accounts) is required. Earliest start, and latest finish dates are optional.

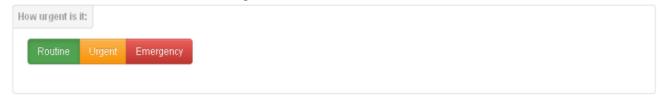


Funding:



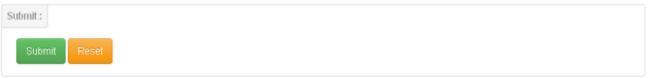
F. Select priority. "Routine" - completion is 14 days, "Urgent" - completion is 4 days. "Emergency" cannot be selected. The Facilities Customer Service Center (432-6888) must be contacted in case of emergencies.





G. Submit work request.





For your convenience, here is the <u>link</u> to submit an online custodial request.

# Custodial Furniture Set Up Style Options:

## Auditorium

Default (Podium only) Style



<u>Panel Style</u>



Dialogue Style



#### **Room 108**

#### Default (Luncheon) Style

- 6 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.



## <u>Dinner Style</u>

- 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 (50)/seminar (15)

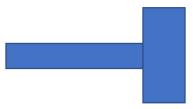


## <u>Large lectures setup (70)</u>

- 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.

