

Event Planning Form: Requesting Housekeeping Services

UVA Custodial Services is pleased to assist you during your next event. Please complete the following information so that we may serve you better.

Today's date: _____

Event contact name and email/phone #: _____

Name of event: _____

Date of event: _____

Begin and end time of event: _____

Location of event (building/floor/room #): _____

Details:

Type of event (full meal; snacks; cocktails, etc.): _____

Number of attendees: _____

Food and beverage service: _____

Requesting additional trash receptacles: # and size needed (regular, large, extra-large): _____

Time Housekeeping should arrive: _____

Time Housekeeping should return for post event clean-up: _____

Requesting on-site service during full event (# of employees): _____

Requesting only trash removal at end of event: _____

Other information you feel is important for us to know:

Custodial person to contact during your event: _____

What to do next:

- Submit a WO# and PTAO# for billing at least three days before event
- Send this form to the Custodial Services Building Manager at least three days before event:
Joe Newton | jmn2v@virginia.edu | (434) 566-7271
- If changes or cancellation is necessary, contact the Custodial Services Building Manager asap.

Thank you!

"We provide solutions that benefit our customers and the UVA community."