

Interviewing Room Housekeeping Service Form

Please type or print in black ink

Due date: September 8, 2016

The hotel's housekeeping staff will clean the interviewing rooms between the hours listed below. Please indicate on this form your preferred hours for housekeeping service during the Conference and return the completed form to the Shane Jones, Senior Event Manager, Marriott Wardman Park Hotel (email and fax provided below.) The hotel staff will need your cooperation in getting access to the room to complete their work.

Name of Contact Person: _____ Phone: _____

School Name: _____

Suite/Interviewing Room(s) # _____ Email Address: _____

1. Please provide the room number(s) for both Primary and Secondary (if any) interviewing rooms to be serviced.
2. Then, indicate with a \checkmark your preferred time for your interviewing room(s) to be cleaned.
3. Please indicate if you would like your interviewing room and connecting sleeping room (if any) to be cleaned at the same time. If you do not indicate that your sleeping room(s) should be cleaned at the same time as your interviewing room(s), the sleeping room will receive normal housekeeping service between the hours of 9 a.m. and 4 p.m.

Morning Cleaning	Interviewing Room	Connecting Sleeping Room
7 – 8 a.m.	<input type="checkbox"/>	<input type="checkbox"/>
8 – 9 a.m.	<input type="checkbox"/>	<input type="checkbox"/>
9 – 10 a.m.	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon Cleaning		
2 – 3 p.m.	<input type="checkbox"/>	<input type="checkbox"/>
3 – 4 p.m.	<input type="checkbox"/>	<input type="checkbox"/>
4 – 5 p.m.	<input type="checkbox"/>	<input type="checkbox"/>
5 – 6 p.m.	<input type="checkbox"/>	<input type="checkbox"/>

Second Interviewing Room/Suite – Suite # _____

Morning Cleaning	Interviewing Room	Connecting Sleeping Room
7 – 8 a.m.	<input type="checkbox"/>	<input type="checkbox"/>
8 – 9 a.m.	<input type="checkbox"/>	<input type="checkbox"/>
9 – 10 a.m.	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon Cleaning		
2 – 3 p.m.	<input type="checkbox"/>	<input type="checkbox"/>
3 – 4 p.m.	<input type="checkbox"/>	<input type="checkbox"/>
4 – 5 p.m.	<input type="checkbox"/>	<input type="checkbox"/>
5 – 6 p.m.	<input type="checkbox"/>	<input type="checkbox"/>

*Return completed form by September 8 to:
Shane Jones, Marriott Wardman Park Hotel
Fax: (202) 387-5436
Email: shane.jones@marriott.com*