

## Interviewing Room Housekeeping Service Form

*Please type or print in black ink*

Due date: October 2, 2017

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 **via fax at (202) 387-5436**. The hotel staff will need your cooperation in getting access to the room to complete their work.

Name of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

School Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please provide the room number(s) for your interviewing room and secondary interviewing room(s) (if applicable) to be serviced. Then, indicate your preferred time for your interviewing room(s) to be cleaned.

**Note:** 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.

Interviewing Room #: \_\_\_\_\_

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 # (if applicable): \_\_\_\_\_

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 October 2 to:  
Shane Jones, Marriott Wardman Park Hotel  
Fax: (202) 387-5436*