

# **DUKE LAW** HOUSEKEEPING GUIDELINES

## **TABLES, CHAIRS, TRASH CANS, ETC.**

Housekeeping has the following items available for use for Law School Events:

- 8 – 8 ft. rectangular tables
- 4 – 6 ft. rectangular tables
- 2 – 4 ft. rectangular tables
- 8 – 6 ft. round tables
- 175 – Folding chairs
- Large trashcans

Requests for these items may be made through the Event Manager Questionnaire (EMQ). Requests should be made at least ten (10) business days prior to your event.

## **UNLOCKING/LOCKING DOORS**

Law School exterior and classroom doors are unlocked Monday through Friday 7a.m. to 5 p.m. In order for doors to be unlocked outside these hours, you must make a request through the Event Manager Questionnaire (EMQ).

If you have questions regarding housekeeping, please contact Catherine Hall, building manager, at [chall@law.duke.edu](mailto:chall@law.duke.edu) or 613-7176.