

To book a meeting in the OCP Conference Room or Library, please visit: <https://www.philasd.org/capitalprograms/> and follow the instructions below.

1. Visit the Office of Capital Programs website, and click on the Employee Conference Room Calendar link.

OFFICE OF  
**Capital Programs**

215-400-4730 Portal: A Suite: 371

Home About Programs/Services Contact Us

**Welcome to the Office of Capital Programs!**

Our mission is to provide a safe learning environment for children. We do this by identifying and supporting investments in the buildings that the students in Philadelphia learn in. This can include the construction of new buildings, renovating existing facilities, erecting additions and converting existing facilities to accommodate educational program change, and improving existing facility sites.

[Edit this entry.](#)

- Facility Condition Assessment**  
Summarizes the FCJ value of a school facility
- Water Test Results**  
Safe Drinking Water Program
- AHERA Reports**  
Asbestos Hazard Emergency Response Act (AHERA)
- Prime Contractors Prequalification**  
Submit your application here.
- Email Us!**  
Send us an e-mail if you have questions.
- Forms**  
Access OCP forms here.
- Employee Conference Room Calendar**  
Click here to book your meeting!

2. Open the desired Google Sheets page, depending on which room you would like to use for your meeting.

Select Language Powered by Google Translate Español 汉语 Việt Русский SHQIP fgr Français عربي

< BACK TO MAIN MENU

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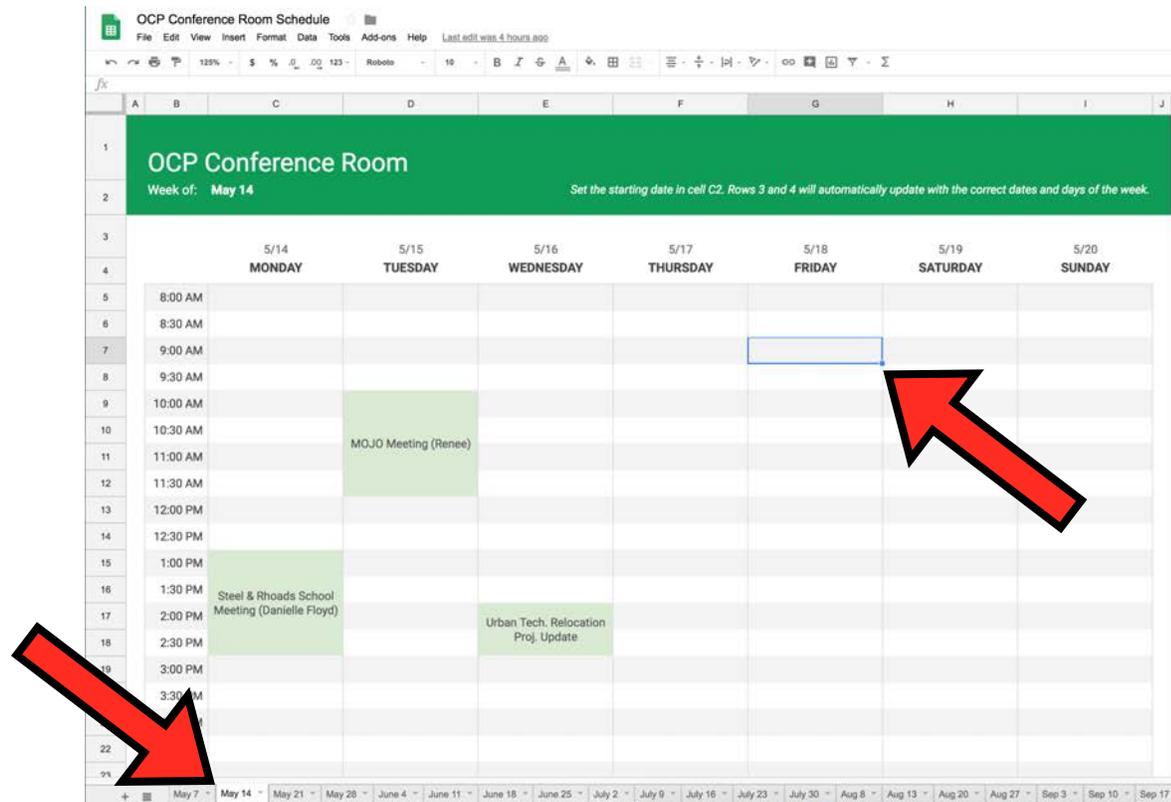
**OCP Conference Rooms**

**To book the Office of Capital Programs Main Conference Room, [click here.](#)**

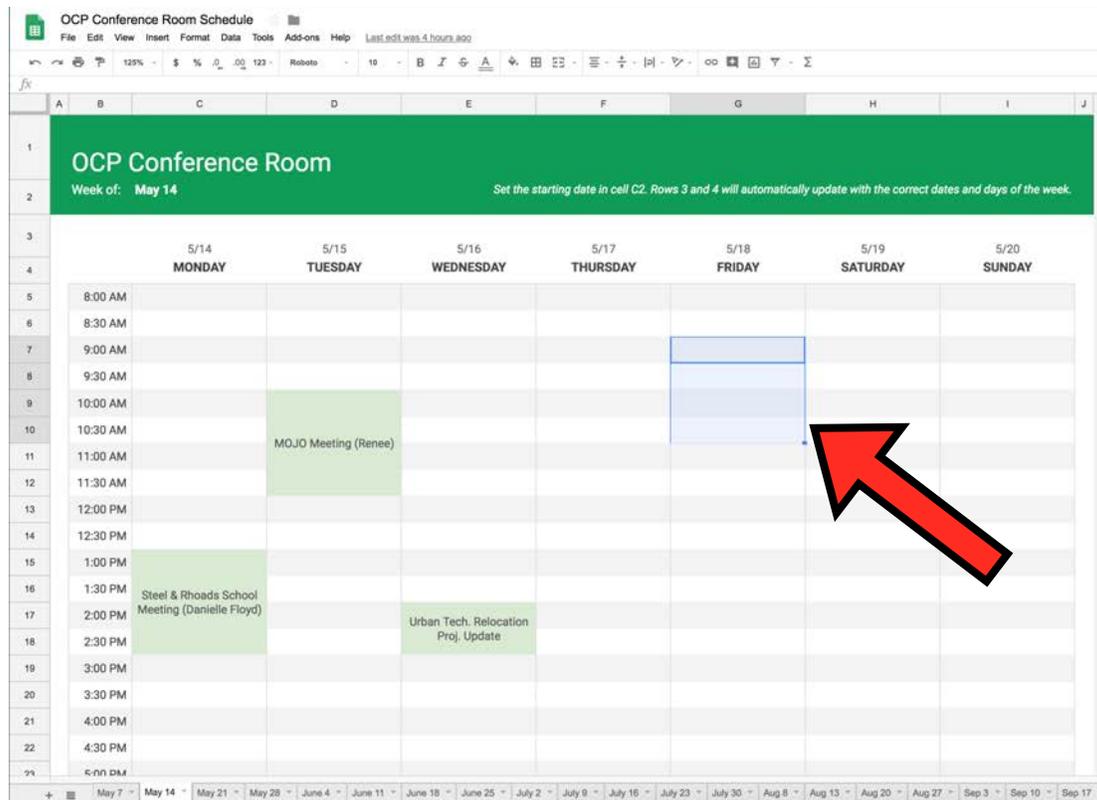
**To book the Office of Capital Programs Library, [click here.](#)**

[Edit this entry.](#)

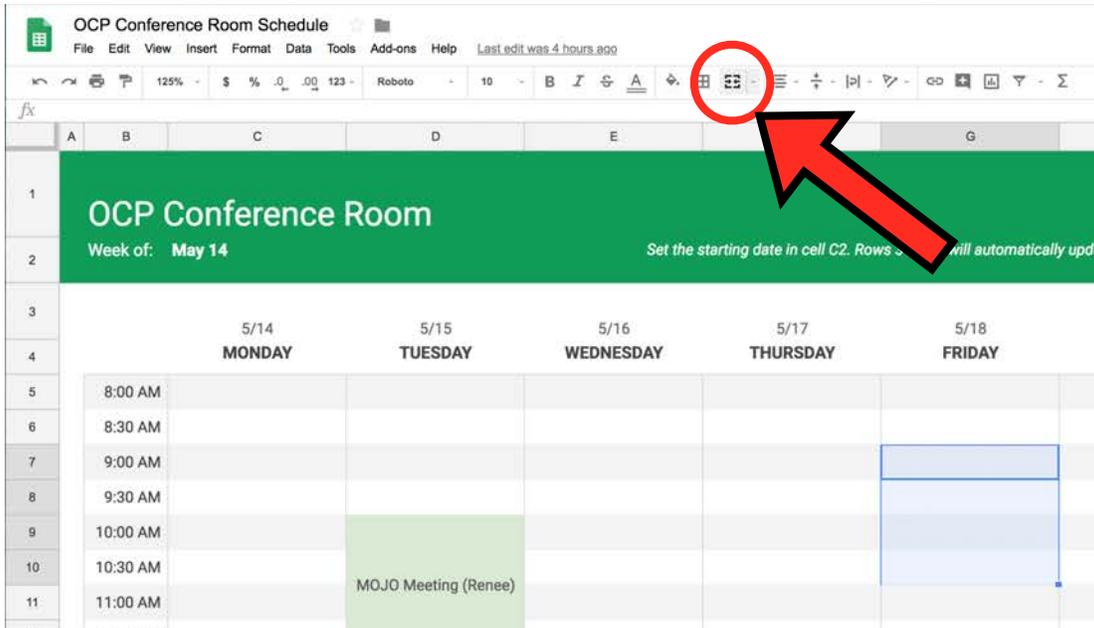
3. Click the WEEK tab at the bottom, and select the cell/box for the time your meeting will begin.



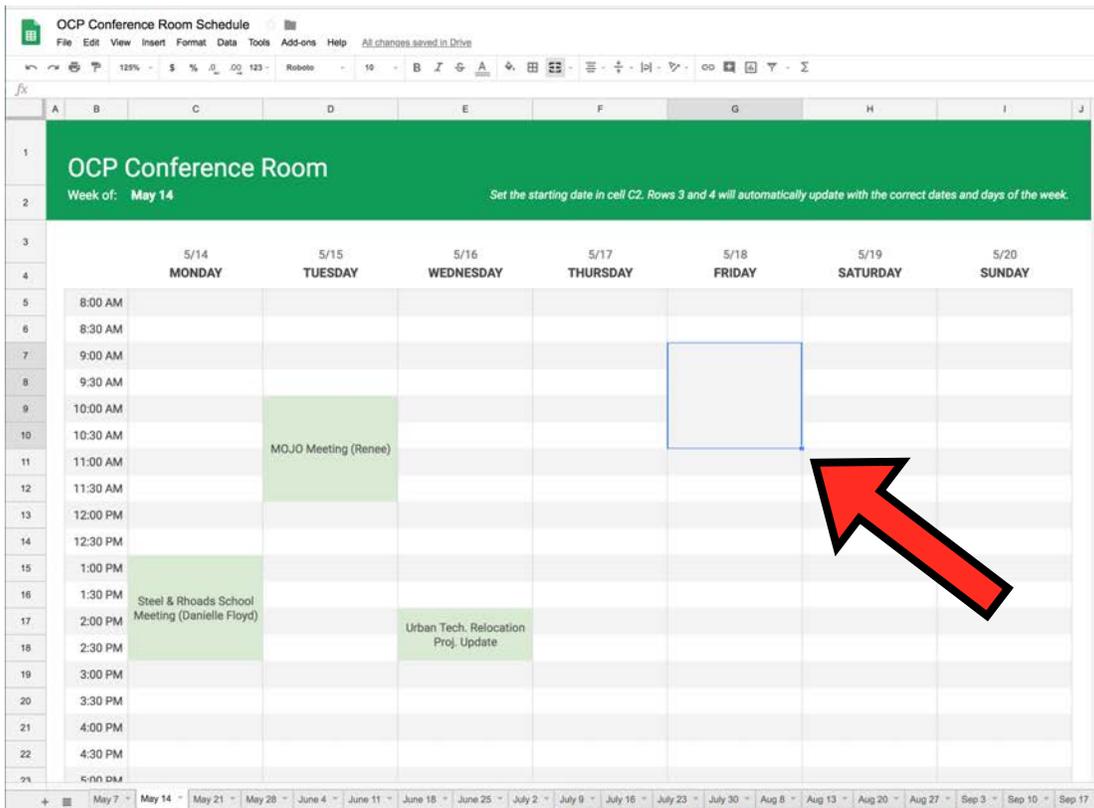
4. Hold the SHIFT key and highlight the cells/boxes you will need for the entirety of your meeting.



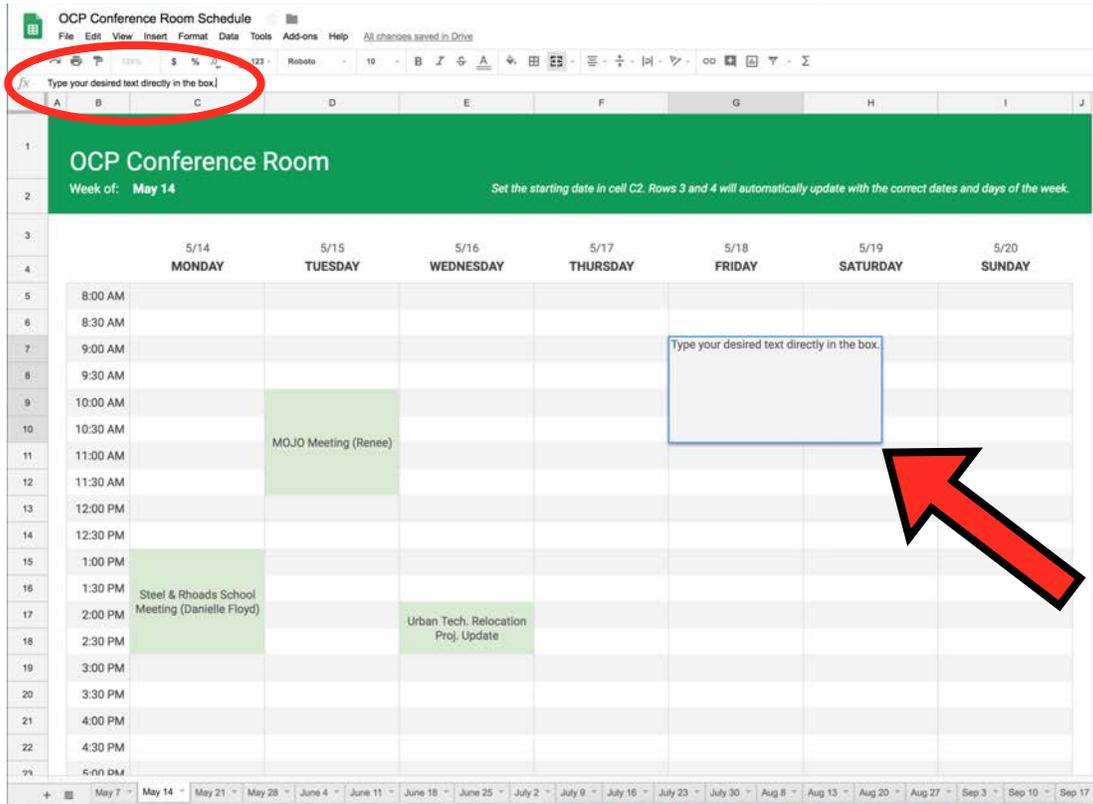
5. Click the MERGE CELLS icon in the toolbar at the top of the page.



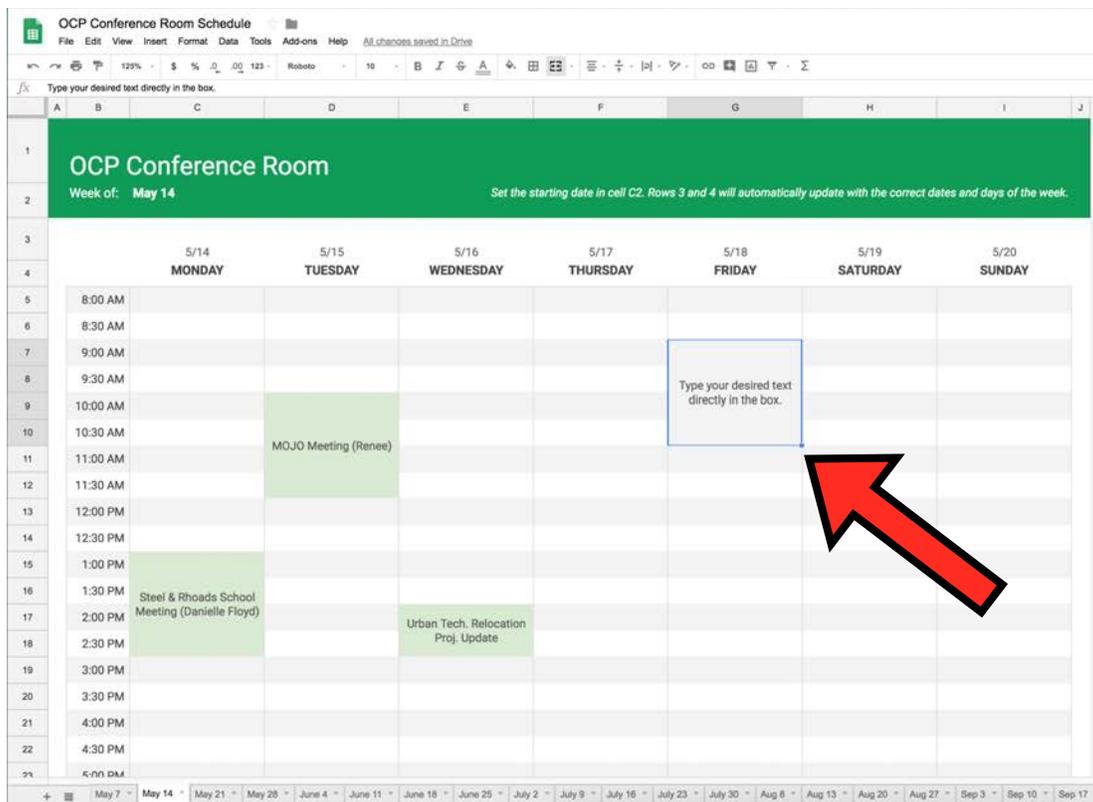
Once merged, the entire cell block should be one color.



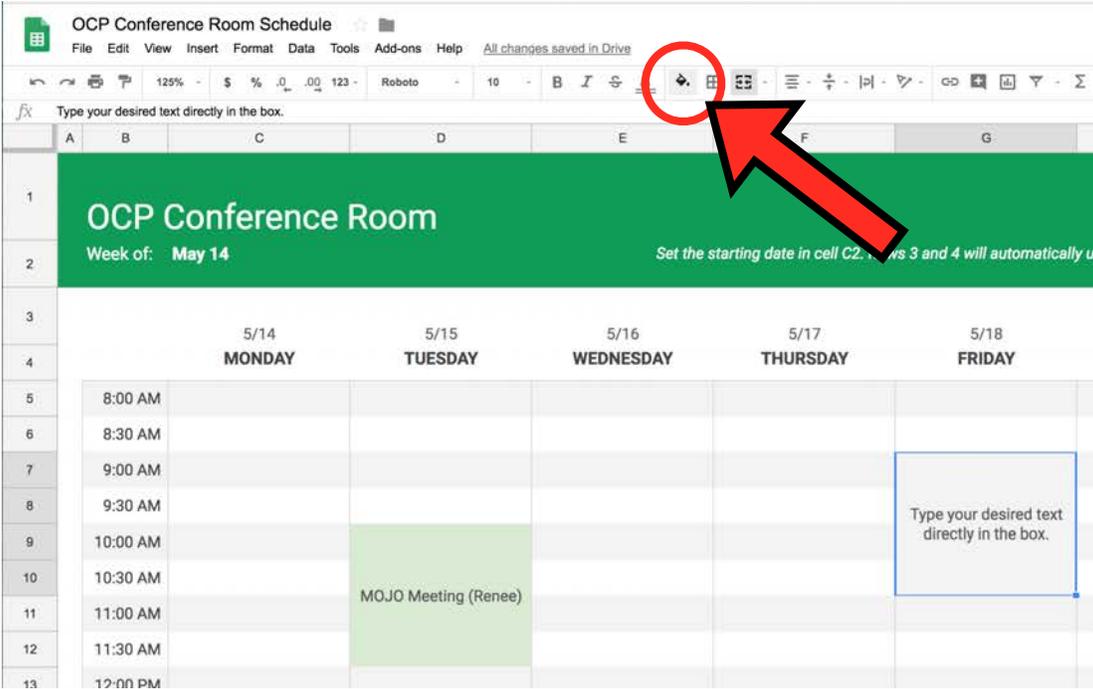
6. Click your newly merged cell, and begin typing.



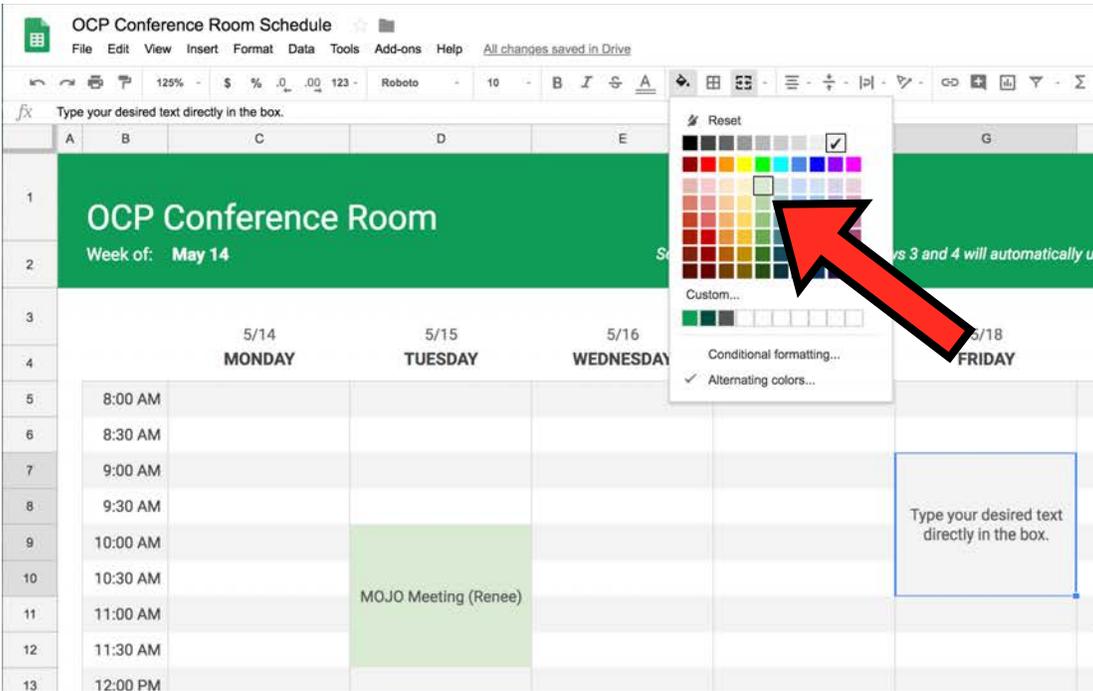
7. Hit the RETURN or ENTER key on your keyboard, and your text will fill in your merged cell.



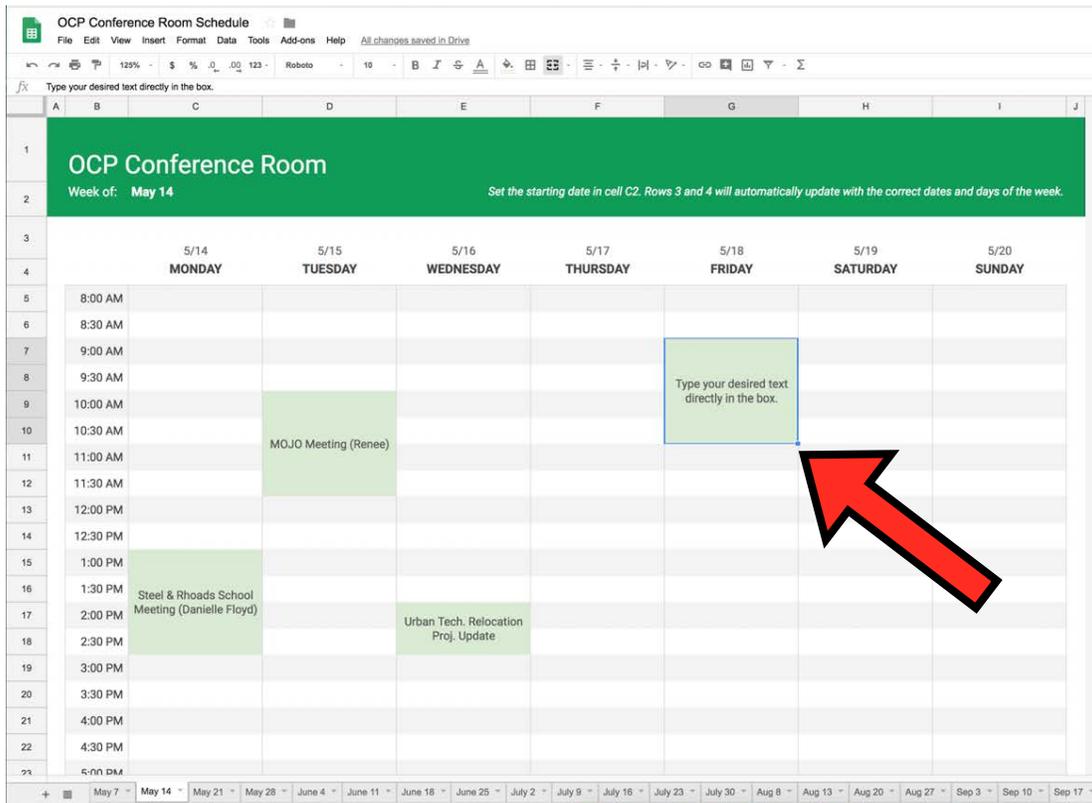
8. Select your cell, and click the FILL COLOR icon on the toolbar at the top of the page.



9. Select the color you wish to fill your cell with. *The standard color for this table is the lightest shade of green.*



Your meeting should look like this. There is nothing else to do here because Google Sheets will automatically save your entry.



If at any point you make a mistake, simply click the UNDO button in the upper left corner of your toolbar.

