



Proper Gatehouse Procedures

- As there is no overnight parking on the streets, please call the Gatehouse if you have a guest, or guests, staying overnight that will have their cars parked on the street overnight.
- Please remember that all guests, vendors and visitors, if not on your permanent guest list, should be phoned into the guard on duty. This will permit the guard to process your visitors expeditiously.
- The guard is notified of all approvals for exterior improvements. If you have not received an approval, the guard will not give access to the contractor.
- Should you need a dumpster for interior or exterior work, you should contact Schrank & Associates, Inc. at 708-349-3133 to advise. Schrank & Associates, Inc. will notify the guard of the date of arrival. If you have not notified of the arrival of a dumpster, the delivery will not be accepted.
- The guards are not permitted to accept delivery of perishables on your behalf.
- Please remember not to follow the vehicle in front of you too closely when passing through the gate in the resident transponder lane. This is to permit the gate to close properly before you proceed, and avoids the gate hitting your vehicle.
- Please contact the guardhouse when you have a contractor working at your home over a long period of time. The guards maintain a separate report to track long-term improvement projects.
- In the event of a personal emergency, whether fire, health or criminal in nature, your first call should be to the Village of Orland Park Fire Department or Police Department. Your second call should be to the guard on duty. This is to safely expedite your immediate need for assistance.