### Facilities Operations Representatives:
- **Facilities Superintendent:** Michael Halpern 203-436-9817
- **Night Custodial Supervisor:** Regina Clark 203-436-9538
- **SOM Building Services:** 203-432-6000

### Custodial Services:
- **Offices:** Vacuuming, dusting, cleaning is performed once per week, trash/recycling twice per week. Additional services are also provided **on demand** by calling [203-432-6000](tel:2034326000) and may require charging instructions.
- **Public Areas:** are cleaned (vacuumed and dusted) once daily, Monday through Friday. Corridors are cleaned twice a week. Conference rooms and kitchenettes are cleaned daily. Restrooms are cleaned and re-service once daily, Sunday through Saturday.

### Disposal Services:
- Trash, Recycling and Food Waste are removed from public areas once daily, Sunday thru Saturday.

### Physical Plant Services:
- **Routine Maintenance & Repair Services:** Any repair or service to building systems or existing fixtures.
- **On-Demand Services:** (beyond routine maintenance) Examples: Hanging picture frames, hanging white boards, adding electrical outlets, repair refrigerators etc.

For both Routine and On-Demand Services, please call [203-432-6000](tel:2034326000)

### Services Schedule:
#### Evans Hall (School of Management)

### Classrooms:
- Cleaned and trash removed daily as needed, Sunday through Saturday.

### Blackboards/Furniture:
- Blackboards are cleaned daily as needed, Sunday through Saturday. Furniture is reorganized once a day, Monday through Friday.

### Special Events and Room Set-ups:
- Can be scheduled by contacting Building Services at [203-432-6000](tel:2034326000).