## Services Schedule: Sterling Law Building

### Facilities Operations Representatives:
- **Facilities Superintendent:** Kodi Scott, 203-432-4864
- **Custodial Team Leader:** Keith Stancil, 203-432-4980
- **General Building Maintainer:** Philip Blumell, 203-432-4980
- **Building Services:** 203-432-4980

### Emergency & After Hours Procedure:
All emergency repairs and/or problems should be called in to the
**Customer Service Center:** 203-432-6888

### 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 **203-432-4980** 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.

### 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 whiteboards, adding electrical outlets, repair refrigerators etc.

For both Routine and On-Demand Services, please call **203-432-4980**

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

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

### Disposal Services:

Trash, Recycling and Food Waste are removed from public areas once daily, Sunday thru Saturday.

### Special Events and Room Set-ups:
Can be scheduled by contacting Building Services at **203-432-4980**.