

Emergency & After Hours Procedure:

All emergency repairs and/or problems should be called in to the

Customer Service Center: 203-432-6888

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



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.



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.**



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 **203-432-4980**



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.