Services Schedule:
Yale Residential Colleges - Branford and Jonathan Edwards

Facilities Operations Representatives:
Facilities Superintendent: Ian Hobbs, 203-432-0527
General Building Maintainer: William Krom, 203-432-6888

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

Facilities Operations:

Custodial Services:

**Offices:** Vacuuming, dusting, trash/recycling pickup, and cleaning is performed once per week. Additional services are also provided on demand by calling 203-432-6888.

**Public Areas** are cleaned (vacuumed and dusted) once daily, Sunday-Friday.

**Public Restrooms** are cleaned once daily, Sunday-Friday.

**Student Restrooms** are cleaned once daily, Monday-Friday.

Students are responsible for maintaining in-suite baths, which are cleaned once by Facilities during Winter Recess.

**Student Activity Spaces:** Most cleaned twice a week.

Disposal Services: Trash and Recycling are removed from public areas once daily, Sunday-Friday.

Physical Plant Services:

**Routine Maintenance & Repair Services**
includes any repair or service to building systems or existing fixtures.

**On-Demand Services** (beyond routine maintenance)
Examples: Hanging picture frames, whiteboards, bulletin boards, shelves, adding electrical outlets, assembling furniture, lock installations, etc. will require charging instructions.

For both Routine and On-Demand Services, please call 203-432-6888, or go online to Facilities.Yale.edu and click Facilities Work Request under “Quick Links.”

Academic Spaces:

**Classrooms** are cleaned and trashed removed once daily, Monday-Friday.

**Blackboards** are cleaned once daily, Monday-Friday.

**Furniture** is reorganized once daily, Monday-Friday.

Special Events and Room Set-ups: can be scheduled by going online to Facilities.Yale.edu and selecting Facilities Work Request under “Quick Links.”