<table>
<thead>
<tr>
<th>Services Schedule:</th>
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<tbody>
<tr>
<td>Yale Residential Colleges- Davenport and Pierson Colleges, Arnold Hall</td>
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</table>

**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:** James Baker, 203-432-6126
- **General Building Maintainer:** Larry Felder, 203-432-6888

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**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.”