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:
Area Manager: Virginia Fullwood, 203-436-5774
Facilities Superintendent: Ken Hajducky 203-464-1148
Custodial Team Leader: Greg Sutton 203-623-7393
General Building Maintainer: Loretta Housley 203-432-6888

Custodial Services Frequencies
Monday-Friday

Classrooms: including auditoriums and computer rooms, are cleaned once daily including removal of trash/recycling.
Offices: Cleaned once per week, including removal of trash/recycling. Please contact Facilities Superintendent for your specific scheduled day.
Public Areas: including lounges, conference rooms and kitchenettes are cleaned once daily, including removal of trash/recycling .
Restrooms: are cleaned once daily.
Corridors: Trash/Recycling removed daily and floors maintained minimum twice per week.
Laboratories: Floors are cleaned once a week, Monday through Friday. Trash/Recycling removed daily. Horizontal and vertical surface cleaning is upon request and cleared by OEHS

Additional services are also provided on demand by calling 203-432-6888 and may require charging instructions.

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, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, 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.”

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

Disposal Services: equipment and furniture removal can be scheduled by calling 203-432-6888 and may require OEHS clearance and charging instructions.
## Services Schedule:
### Chemistry Safety Building (CSB)

**Facilities Operations Representatives:**
- **Area Manager:** Virginia Fullwood, 203-436-5774
- **Facilities Superintendent:** Ken Hajducky, 203-464-1148
- **Custodial Team Leader:** Greg Sutton, 203-623-7393
- **General Building Maintainer:** Loretta Housley, 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

### Custodial Services Frequencies
**Monday-Friday**

- **Classrooms:** including auditoriums and computer rooms, are cleaned once daily including removal of trash/recycling.
- **Offices:** Cleaned once per week, including removal of trash/recycling. Please contact Facilities Superintendent for your specific scheduled day.
- **Public Areas:** including lounges, conference rooms and kitchenettes are cleaned once daily, including removal of trash/recycling.
- **Restrooms:** are cleaned once daily.
- **Corridors:** Trash/Recycling removed daily and floors maintained minimum twice per week.
- **Laboratories:** Floors are cleaned once a week, Monday through Friday. Trash/Recycling removed daily.

Horizontal and vertical surface cleaning is upon request and cleared by OEHS.

Additional services are also provided on demand by calling 203-432-6888 and may require charging instructions.

### 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, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, 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.”

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

### Disposal Services:
equipment and furniture removal can be scheduled by calling 203-432-6888 and may require OEHS clearance and charging instructions.
### 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:
- **Area Manager:** Virginia Fullwood, 203-436-5774
- **Facilities Superintendent:** Ken Hajducky, 203-464-1148
- **Custodial Team Leader:** Greg Sutton, 203-623-7393
- **General Building Maintainer:** Loretta Housley, 203-432-6888

### Custodial Services Frequencies
**Monday-Friday**

- **Classrooms:** including auditoriums and computer rooms, are cleaned once daily including removal of trash/recycling.
- **Offices:** Cleaned once per week, including removal of trash/recycling. Please contact Facilities Superintendent for your specific scheduled day.
- **Public Areas:** including lounges, conference rooms and kitchenettes are cleaned once daily, including removal of trash/recycling.
- **Restrooms:** are cleaned once daily.
- **Corridors:** Trash/Recycling removed daily and floors maintained minimum twice per week.
- **Laboratories:** Floors are cleaned once a week, Monday through Friday. Trash/Recycling removed daily.
- Horizontal and vertical surface cleaning is upon request and cleared by OEHS

Additional services are also provided on demand by calling **203-432-6888** and may require charging instructions.

### 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, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, 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.”

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

### Disposal Services:
equipment and furniture removal can be scheduled by calling 203-432-6888 and may require OEHS clearance and charging instructions.
Services Schedule:
Leitner Observatory and Planetarium

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:
Team Leader: Virginia Fullwood, 203-436-5774
Facilities Superintendent: Ken Hajducky, 203-464-1148
Custodial Team Leader: Greg Sutton, 203-623-7393
General Building Maintainer: Loretta Housely, 203-432-6888

Custodial Services Frequencies
Monday-Friday

Classrooms: including auditoriums and computer rooms, are cleaned once daily including removal of trash/recycling.
Offices: Cleaned once per week, including removal of trash/recycling. Please contact Facilities Superintendent for your specific scheduled day.
Public Areas: including lounges, conference rooms and kitchenettes are cleaned once daily, including removal of trash/recycling.
Restrooms: are cleaned once daily.
Corridors: Trash/Recycling removed daily and floors maintained minimum twice per week.

Trash/Recycling is removed DAILY from your kitchenette.

Additional services are also provided on demand by calling 203-432-6888 and may require charging instructions.

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, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, 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.”

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

Disposal Services: equipment and furniture removal can be scheduled by calling 203-432-6888 and may require OEHS clearance and charging instructions.
### Services Schedule:
204 Prospect Street

#### 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:
- **Area Manager:** Virginia Fullwood, 203-436-9931
- **Facilities Superintendent:** Ken Hajducky, 203-464-1148
- **Custodial Team Leader:** Greg Sutton, 203-623-7393
- **General Building Maintainer:** Loretta Housely, 203-432-6888

### Custodial Services Frequencies
**Monday-Friday**

- **Classrooms:** including auditoriums and computer rooms, are cleaned once daily including removal of trash/recycling.
- **Offices:** Cleaned once per week, including removal of trash/recycling. Please contact Facilities Superintendent for your specific scheduled day.
- **Public Areas:** including lounges, conference rooms and kitchenettes are cleaned once daily, including removal of trash/recycling.
- **Restrooms:** are cleaned once daily.
- **Corridors:** Trash/Recycling removed daily and floors maintained minimum twice per week.

**Trash/Recycling** is removed **DAILY** from your kitchenette.

Additional services are also provided on demand by calling **203-432-6888** and may require charging instructions.

### 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, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, 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.”

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

### Disposal Services:
equipment and furniture removal can be scheduled by calling 203-432-6888 and may require OEHS clearance and charging instructions.
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:
Area Manager: Virginia Fullwood, 203-436-9931
Facilities Superintendent: Ken Hajducky, 203-464-1148
Custodial Team Leader: Greg Sutton, 203-623-7393
General Building Maintainer: Loretta Housely, 203-432-6888

Custodial Services Frequencies
Monday-Friday

Classrooms: including auditoriums and computer rooms, are cleaned once daily including removal of trash/recycling.
Offices: Cleaned once per week, including removal of trash/recycling. Please contact Facilities Superintendent for your specific scheduled day.
Public Areas: including lounges, conference rooms and kitchenettes are cleaned once daily, including removal of trash/recycling.
Restrooms: are cleaned once daily.
Corridors: Trash/Recycling removed daily and floors maintained minimum twice per week.

Trash/Recycling is removed DAILY from your kitchenette.

Additional services are also provided on demand by calling 203-432-6888 and may require charging instructions.

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, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, 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.”

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

Disposal Services: equipment and furniture removal can be scheduled by calling 203-432-6888 and may require OEHS clearance and charging instructions.
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:
Area Manager: Virginia Fullwood, 203-436-9931
Facilities Superintendent: Ken Hajducky, 203-464-1148
Custodial Team Leader: Greg Sutton, 203-623-7393
General Building Maintainer: Loretta Housely, 203-432-6888

Custodial Services Frequencies
Monday-Friday

Classrooms: including auditoriums and computer rooms, are cleaned once daily including removal of trash/recycling.

Offices: Cleaned once per week, including removal of trash/recycling. Please contact Facilities Superintendent for your specific scheduled day.

Public Areas: including lounges, conference rooms and kitchenettes are cleaned once daily, including removal of trash/recycling.

Restrooms: are cleaned once daily.

Corridors: Trash/Recycling removed daily and floors maintained minimum twice per week.

Trash/Recycling is removed DAILY from your kitchenette.

Additional services are also provided on demand by calling 203-432-6888 and may require charging instructions.

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, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, 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.”

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

Disposal Services: equipment and furniture removal can be scheduled by calling 203-432-6888 and may require OEHS clearance and charging instructions.
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:
Area Manager: Virginia Fullwood, 203-436-9931
Facilities Superintendent: Ken Hajducky, 203-464-1148
Custodial Team Leader: Greg Sutton, 203-623-7393
General Building Maintainer: Loretta Housely, 203-432-6888

Custodial Services Frequencies

Monday-Friday

Classrooms: including auditoriums and computer rooms, are cleaned once daily including removal of trash/recycling.

Offices: Cleaned once per week, including removal of trash/recycling. Please contact Facilities Superintendent for your specific scheduled day.

Public Areas: including lounges, conference rooms and kitchenettes are cleaned once daily, including removal of trash/recycling.

Restrooms: are cleaned once daily.

Corridors: Trash/Recycling removed daily and floors maintained minimum twice per week.

Trash/Recycling is removed DAILY from your kitchenette.

Additional services are also provided on demand by calling 203-432-6888 and may require charging instructions.

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, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, 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.”

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

Disposal Services: equipment and furniture removal can be scheduled by calling 203-432-6888 and may require OEHS clearance and charging instructions.
Services Schedule:
254 Prospect Street

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:
Team Leader: Virginia Fullwood, 203-436-5774
Facilities Superintendent: Ken Hajducky, 203-464-1148
Custodial Team Leader: Greg Sutton, 203-623-7393
General Building Maintainer: Loretta Housely, 203-432-6888

Custodial Services Frequencies

Monday-Friday

Lounges: and computer rooms, are cleaned once daily including removal of trash/recycling.

Public Areas: including lounges, conference rooms and kitchenettes are cleaned once daily, including removal of trash/recycling.

Restrooms and showers: are cleaned once daily.

Corridors: Trash/Recycling removed daily and floors maintained minimum twice per week.

Trash/Recycling is removed DAILY from your kitchenette.

Additional services are also provided on demand by calling 203-432-6888 and may require charging instructions.

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, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, 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.”

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

Disposal Services: equipment and furniture removal can be scheduled by calling 203-432-6888 and may require OEHS clearance and charging instructions.
Services Schedule:
276 Prospect Street

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:
Team Leader: Virginia Fullwood, 203-436-5774
Facilities Superintendent: Ken Hajducky, 203-464-1148
Custodial Team Leader: Greg Sutton, 203-623-7393
General Building Maintainer: Loretta Housely, 203-432-6888

Custodial Services Frequencies
Monday-Friday

**Lounges:** and computer rooms, are cleaned once daily including removal of trash/recycling.

**Public Areas:** including lounges, conference rooms and kitchenettes are cleaned once daily, including removal of trash/recycling.

**Restrooms and showers:** are cleaned once daily.

**Corridors:** Trash/Recycling removed daily and floors maintained minimum twice per week.

**Trash/Recycling** is removed **DAILY** from your kitchenette.

Additional services are also provided on demand by calling 203-432-6888 and may require charging instructions.

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, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, 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.”

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

Disposal Services: equipment and furniture removal can be scheduled by calling 203-432-6888 and may require OEHS clearance and charging instructions.
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:
Area Manager: Virginia Fullwood, 203-436-9931
Facilities Superintendent: Ken Hajducky, 203-464-1148
Custodial Team Leader: Greg Sutton, 203-623-7393
General Building Maintainer: Loretta Housely, 203-432-6888

Custodial Services Frequencies
Monday-Friday

Classrooms: including auditoriums and computer rooms, are cleaned once daily including removal of trash/recycling.
Offices: Cleaned once per week, including removal of trash/recycling. Please contact Facilities Superintendent for your specific scheduled day.
Public Areas: including lounges, conference rooms and kitchenettes are cleaned once daily, including removal of trash/recycling.
Restrooms: are cleaned once daily.
Corridors: Trash/Recycling removed daily and floors maintained minimum twice per week.

Trash/Recycling is removed DAILY from your kitchenette.

Additional services are also provided on demand by calling 203-432-6888 and may require charging instructions.

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, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, 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.”

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

Disposal Services: equipment and furniture removal can be scheduled by calling 203-432-6888 and may require OEHS clearance and charging instructions.
**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:**
- **Area Manager:** Virginia Fullwood, 203-436-9931
- **Facilities Superintendent:** Ken Hajducky, 203-464-1148
- **Custodial Team Leader:** Greg Sutton, 203-623-7393
- **General Building Maintainer:** Loretta Housely, 203-432-6888

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**Services Schedule:**
314 Prospect Street

**Custodial Services Frequencies**
**Monday-Friday**

- **Classrooms:** including auditoriums and computer rooms, are cleaned once daily including removal of trash/recycling.
- **Offices:** Cleaned once per week, including removal of trash/recycling. Please contact Facilities Superintendent for your specific scheduled day.
- **Public Areas:** including lounges, conference rooms and kitchenettes are cleaned once daily, including removal of trash/recycling.
- **Restrooms:** are cleaned once daily.
- **Corridors:** Trash/Recycling removed daily and floors maintained minimum twice per week.

**Trash/Recycling** is removed **DAILY** from your kitchenette.

Additional services are also provided on demand by calling 203-432-6888 and may require charging instructions.

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**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, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, 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.”

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

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**Disposal Services:** equipment and furniture removal can be scheduled by calling 203-432-6888 and may require OEHS clearance and charging instructions.
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:
Area Manager: Virginia Fullwood, 203-436-5774
Facilities Superintendent: Ken Hajducky 203-464-1148
Custodial Team Leader: Greg Sutton 203-623-7393
General Building Maintainer: Loretta Housley 203-432-6888

Custodial Services Frequencies
Monday-Friday

Classrooms: including auditoriums and computer rooms, are cleaned once daily including removal of trash/recycling.
Offices: Cleaned once per week, including removal of trash/recycling. Please contact Facilities Superintendent for your specific scheduled day.
Public Areas: including lounges, conference rooms and kitchenettes are cleaned once daily, including removal of trash/recycling.
Restrooms: are cleaned once daily.
Corridors: Trash/Recycling removed daily and floors maintained minimum twice per week.
Laboratories: Floors are cleaned once a week, Monday through Friday. Trash/Recycling removed daily. Horizontal and vertical surface cleaning is upon request and cleared by OEHS

Additional services are also provided on demand by calling 203-432-6888 and may require charging instructions.

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, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, 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.”

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

Disposal Services: equipment and furniture removal can be scheduled by calling 203-432-6888 and may require OEHS clearance and charging instructions.
### Services Schedule: Watson Center (WTS)

#### Facilities Operations Representatives:
- **Area Manager:** Virginia Fullwood, 203-436-5774
- **Facilities Superintendent:** Ken Hajducky, 203-464-1148
- **Custodial Team Leader:** Greg Sutton, 203-623-7393
- **General Building Maintainer:** Loretta Housley, 203-432-6888

#### Custodial Services Frequencies

**Monday-Friday**

- **Classrooms:** including auditoriums and computer rooms, are cleaned once daily including removal of trash/recycling.
- **Offices:** Cleaned once per week, including removal of trash/recycling. Please contact Facilities Superintendent for your specific scheduled day.
- **Public Areas:** including lounges, conference rooms and kitchenettes are cleaned once daily, including removal of trash/recycling.
- **Restrooms:** are cleaned once daily.
- **Corridors:** Trash/Recycling removed daily and floors maintained minimum twice per week.
- **Laboratories:** Floors are cleaned once a week, Monday through Friday. Trash/Recycling removed daily.

Horizontal and vertical surface cleaning is upon request and cleared by OEHS.

Additional services are also provided on demand by calling **203-432-6888** and may require charging instructions.

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

#### 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, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, etc. will require charging instructions.

For both Routine and On-Demand Services, please call **203-432-6888**, or go online to [Facilities.Yale.edu](http://Facilities.Yale.edu) and click *Facilities Work Request* under “Quick Links.”

**Special Events and Room Set-ups:** can be scheduled by going online to [Facilities.Yale.edu](http://Facilities.Yale.edu) and selecting *Facilities Work Request* under “Quick Links.”

**Disposal Services:** equipment and furniture removal can be scheduled by calling **203-432-6888** and may require OEHS clearance and charging instructions.