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: Jan Taschner, 203-432-5361
Custodial Services: Dimeo Properties, 203-432-6888
General Building Maintainer:

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.
Non emergency requests: fesfacilities@yale.edu

Emergency & After Hours Procedure:
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Customer Service Center: 203-432-6888

Facilities Operations Representatives:
Facilities Superintendent: Jan Taschner, 203-432-5361
Facilities Coordinator: Israel Cordero, 203-996-0172
Custodial Team Leader: Tywan Garner, 203-432-0905
General Building Maintainer: Centrally supported

Services Schedule:
Forestry & Environmental Studies

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Monday-Friday

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Services Schedule:
51 Hillhouse Ave

Emergency & After Hours Procedure:
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Facilities Operations Representatives:
Facilities Superintendent: Jan Taschner, 203-432-5361
Custodial Team Leader: Tywan Garner, 203-432-0905
General Building Maintainer:

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General Building Maintainer:

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General Building Maintainer:

Custodial Services Frequencies

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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.
Services Schedule:
10 Sachem St.

**Emergency & After Hours Procedure:**
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Customer Service Center: 203-432-6888

**Facilities Operations Representatives:**
**Facilities Superintendent:** Jan Taschner, 203-432-5361
**Custodial Team Leader:** Tywan Garner, 203-432-0905
**General Building Maintainer:**

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

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