

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: Sheila Dawson, 203-432-2476

Custodial Team Leader: Daniel Lee, 203-632-6504

General Building Maintainer: Sylvia Canteen, 203-432-6888



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, Monday through Friday. Corridors are cleaned twice a week.

Restrooms: are cleaned once daily, Monday through Friday.



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.”



Disposal Services: Trash, Recycling and Food Waste are removed from public areas once daily, Monday thru Sunday.



Special Event Coverage and Room Cleaning: can be scheduled by going online to **Facilities.Yale.edu** and selecting **Facilities Work Request** under “Quick Links.”



Conference Rooms: are cleaned once daily, Monday through Friday and during special events on weekends.

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Restrooms / Public Locker Rooms: are cleaned once daily, Monday through Sunday.



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Team Locker Rooms: are cleaned once daily, Monday through Friday and during special events on weekends.

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