


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: JOSEPH PROTO 203-432-6881
Custodial Team Leader: SHERRY STANLEY 203-432-7133
General Building Maintainer: MICHAEL HUMBERT




Custodial Services:
Public Areas: are cleaned (vacuumed and dusted) once daily, Monday through Friday. Corridors are cleaned twice a week. Conference rooms and kitchenettes are cleaned daily. Restrooms, including student restrooms, are cleaned once daily, Monday through Friday.



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



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."



Classrooms: Cleaned and trash removed once daily, Monday through Friday.

Blackboards/Furniture: Blackboards are cleaned once a day, Monday through Friday. Furniture is reorganized once a day, Monday through Friday.

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