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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