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: Daniel Johnson, 203-432-1755
Custodial Team Leader: Roger Bacote, 203-432-8416 Cell 203-376-8358
General Building Maintainer: Art Bromell, 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. Conference rooms and kitchenettes are cleaned daily. Restrooms are cleaned and re-service Twice daily, Sunday through Saturday.

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

Room and Events Set-ups: can be scheduled by going online to Facilities.Yale.edu and selecting the 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, hanging white boards, adding electrical outlets, repair refrigerators 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.”

Building related Temperature Issues:
Go online to Facilities.Yale.edu and selecting Facilities Work Request under “Quick Links.” or call 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

Facilities Operations Representatives:
Facilities Superintendent: Daniel Johnson, 203-432-1755
Custodial Team Leader: Roger Bacote, Office 203-432-8416 Cell 203-376-8358
Senior Custodial: Paul Carbone, 203-436-1254

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. Conference rooms and kitchenettes are cleaned daily. Restrooms are cleaned and re-service Twice daily, Sunday through Saturday.

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

Room and Events 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, hanging white boards, adding electrical outlets, repair refrigerators 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.”

Building related Temperature issues: go online to Facilities.Yale.edu and selecting Facilities Work Request under “Quick Links.” or call 203-432-6888.
## Services Schedule: Sterling Memorial Library

### Facilities Operations Representatives:
- **Facilities Superintendent:** Daniel Johnson, 203-432-1755
- **Custodial Team Leader:** Roger Bacote, Office 203-432-8416 Cell 203-376-8358
- **General Building Maintainer:** Art Bromell, 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:
- **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. Conference rooms and kitchenettes are cleaned daily. Restrooms are cleaned and re-service Twice daily, Sunday through Saturday.

### Disposal Services:
Trash, Recycling and Food Waste are removed from public areas once daily, Monday thru 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, hanging white boards, adding electrical outlets, repair refrigerators 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.”

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

### Building related Temperature issues:
go online to Facilities.Yale.edu and selecting Facilities Work Request under “Quick Links.” or call 203-432-6888.