# Yale OFFICE OF FACILITIES Facilities Operations

# Services Schedule: Music Area

# **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: Michael Stringer**, 203-432-0758

Custodial Team Leader: Marie Watson, 203-432-3245 or 203-671-4088

**General Building Maintainer: Mitch Weiner**, 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 once daily, Monday



## **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.

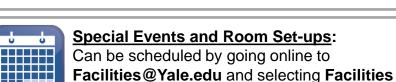
For both Routine and On-Demand Services, please call 203-432-6888, or go online to Facilities@Yale.edu and click Facilities Work Request under "Quick Links."



# **Disposal Services:**

through Friday.

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



Work Request under "Quick Links."



# **Building Temperature issues:**

Go online to Facilities@Yale.edu and selecting Facilities Work Request under "Quick Links." or call 203-432-6888.

# Yale OFFICE OF FACILITIES Facilities Operations

# Services Schedule: Music Area – Sprague Hall

## **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: Michael Stringer,** 203-432-0758

Custodial Team Leader: Marie Watson, 203-432-3245 or 203-671-4088

**General Building Maintainer: Mitch Weiner**, 203-432-6888



# **Custodial Services:**

<u>Offices</u>: 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, Sunday through Saturday. Corridors are cleaned twice a week. Conference rooms and kitchenettes are cleaned daily, Monday through Friday. 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, 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."



# **Disposal Services:**

Trash, Recycling and Food Waste are removed from public areas once daily, Monday thru 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."



# **Building Temperature issues:**

Go online to Facilities@Yale.edu and selecting Facilities Work Request under "Quick Links." or call 203-432-6888.