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: Jim Reid, cell = 203-627-2742, office = 7-3003
Custodial Team Leader: Sammy Rodriguez, Ext. = 7-3140, cell = 203-909-0753
General Building Maintainer: Dawn Boulas and Joe Adam = 203-432-6888

Custodial Services Frequencies
Monday-Friday
Offices: Cleaned once per week, including removal of trash/recycling. Please contact Facilities Superintendent for your specific scheduled day.
Public Areas: including lounges, conference rooms and kitchenettes are cleaned once daily, including removal of trash/recycling.
Restrooms: Including showers are cleaned once daily.
Corridors: Trash/Recycling removed daily and floors maintained minimum twice per week.
Laboratories: Floors are cleaned once a week, Monday through Friday. Trash/Recycling removed daily.
Horizontal and vertical surface cleaning is upon request and cleared by OEHS

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.”

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

Disposal Services: equipment and furniture removal can be scheduled by calling 203-432-6888 and may require OEHS clearance and charging instructions.