Yale School of Medicine Facilities Services Schedule

Boardman Building

CUSTODIAL SERVICES

Offices  Vacuuming, dusting, cleaning, and trash/recycling pickup weekly. Additional services are also provided on-demand by calling (203) 432-6888.

Public Areas  Vacuuming, dusting, and restroom cleaning (including student restrooms) daily, Monday through Friday. Conference room and kitchenette cleaning daily. Corridor cleaning twice a week.

DISPOSAL SERVICES

Public Areas  Trash, recycling, and food waste pickup daily, Monday through Friday.

Labs  Trash/recycling pickup daily, except in labs that have requested other arrangements.

LABORATORY

Floor dust-mopping/cleaning weekly, Monday through Friday. Horizontal/vertical surface cleaning upon request by Facilities after EHS clearance. Corridor cleaning three times a week for those adjacent to animal research locations.

PHYSICAL PLANT SERVICES

Routine Maintenance & Repair  Any repair or service to building systems or existing fixtures.

On-Demand  Any repair or service beyond routine maintenance including hanging picture frames, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, etc. (will require charging instructions).

To schedule routine or on-demand service, please call (203) 432-6888 or select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu

SPECIAL EVENTS & ROOM SET-UPS

To schedule, select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu

EMERGENCY & AFTER HOURS PROCEDURES

Emergency repairs and/or problems should be called in to the customer service center at (203) 432-6888

FACILITIES OPERATIONS REPRESENTATIVES

Facilities Superintendent  Diane Smoakes (203) 627-0842
Custodial Team Leader  Joshua Spearman (203) 464-5560
General Building Maintainer  Norman Richardson (203) 432-6888
Yale School of Medicine Facilities Services Schedule
Brady Memorial Laboratory (BML)

CUSTODIAL SERVICES
Office  Vacuuming, dusting, cleaning, and trash/recycling pickup weekly. Additional services are also provided on-demand by calling (203) 432-6888.
Public Areas  Vacuuming, dusting, and restroom cleaning (including student restrooms) daily, Monday through Friday. Conference room and kitchenette cleaning daily. Corridor cleaning twice a week.

DISPOSAL SERVICES
Public Areas  Trash, recycling, and food waste pickup daily, Monday through Friday.
Labs  Trash/recycling pickup daily, except in labs that have requested other arrangements.

LABORATORY
Floor dust-mopping/cleaning weekly, Monday through Friday. Horizontal/vertical surface cleaning upon request by Facilities after EHS clearance. Corridor cleaning three times a week for those adjacent to animal research locations.

PHYSICAL PLANT SERVICES
Routine Maintenance & Repair  Any repair or service to building systems or existing fixtures.
On-Demand  Any repair or service beyond routine maintenance including hanging picture frames, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, etc. (will require charging instructions).
To schedule routine or on-demand service, please call (203) 432-6888 or select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu

SPECIAL EVENTS & ROOM SET-UPS
To schedule, select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu

EMERGENCY & AFTER HOURS PROCEDURES
Emergency repairs and/or problems should be called in to the customer service center at (203) 432-6888

FACILITIES OPERATIONS REPRESENTATIVES
Facilities Superintendent  Diane Smoakes (203) 627-0842
Custodial Team Leader  Joshua Spearman (203) 464-5560
General Building Maintainer  Norman Richardson (203) 432-6888
Yale School of Medicine Facilities Services Schedule

Clinic Building

**CUSTODIAL SERVICES**

*Offices*  Vacuuming, dusting, cleaning, and trash/recycling pickup weekly. Additional services are also provided on-demand by calling (203) 432-6888.

*Public Areas*  Vacuuming, dusting, and restroom cleaning (including student restrooms) daily, Monday through Friday. Conference room and kitchenette cleaning daily. Corridor cleaning twice a week.

**DISPOSAL SERVICES**

*Public Areas*  Trash, recycling, and food waste pickup daily, Monday through Friday.

*Labs*  Trash/recycling pickup daily, except in labs that have requested other arrangements.

**LABORATORY**

Floor dust-mopping/cleaning weekly, Monday through Friday. Horizontal/vertical surface cleaning upon request by Facilities after EHS clearance. Corridor cleaning three times a week for those adjacent to animal research locations.

**PHYSICAL PLANT SERVICES**

*Routine Maintenance & Repair*  Any repair or service to building systems or existing fixtures.

*On-Demand*  Any repair or service beyond routine maintenance including hanging picture frames, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, etc. (will require charging instructions).

To schedule routine or on-demand service, please call (203) 432-6888 or select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu

**SPECIAL EVENTS & ROOM SET-UPS**

To schedule, select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu

**EMERGENCY & AFTER HOURS PROCEDURES**

Emergency repairs and/or problems should be called in to the customer service center at (203) 432-6888

**FACILITIES OPERATIONS REPRESENTATIVES**

Facilities Superintendent Diane Smoakes (203) 627-0842

Custodial Team Leader Joshua Spearman (203) 464-5560

General Building Maintainer Debra Alling (203) 432-6888
Yale School of Medicine Facilities Services Schedule
Dana Building

**Custodial Services**

*Offices*  
Vacuuming, dusting, cleaning, and trash/recycling pickup weekly. Additional services are also provided on-demand by calling (203) 432-6888.

*Public Areas*  
Vacuuming, dusting, and restroom cleaning (including student restrooms) daily, Monday through Friday. Conference room and kitchenette cleaning daily. Corridor cleaning twice a week.

**Disposal Services**

*Public Areas*  
Trash, recycling, and food waste pickup daily, Monday through Friday.

*Labs*  
Trash/recycling pickup daily, except in labs that have requested other arrangements.

**Laboratory**

Floor dust-mopping/cleaning weekly, Monday through Friday. Horizontal/vertical surface cleaning upon request by Facilities after EHS clearance. Corridor cleaning three times a week for those adjacent to animal research locations.

**Physical Plant Services**

*Routine Maintenance & Repair*  
Any repair or service to building systems or existing fixtures.

*On-Demand*  
Any repair or service beyond routine maintenance including hanging picture frames, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, etc. (will require charging instructions).

*To schedule routine or on-demand service, please call (203) 432-6888 or select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu*

**Special Events & Room Set-Ups**

*To schedule, select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu*

**Emergency & After Hours Procedures**

*Emergency repairs and/or problems should be called in to the customer service center at (203) 432-6888*

**Facilities Operations Representatives**

Facilities Superintendent  
Diane Smoakes (203) 627-0842

Custodial Team Leader  
Joshua Spearman (203) 464-5560

General Building Maintainer  
Norman Richardson (203) 432-6888
Yale School of Medicine Facilities Services Schedule
Farnam Memorial Building (FMB)

Custodial Services

Offices  Vacuuming, dusting, cleaning, and trash/recycling pickup weekly. Additional services are also provided on-demand by calling (203) 432-6888.

Public Areas  Vacuuming, dusting, and restroom cleaning (including student restrooms) daily, Monday through Friday. Conference room and kitchenette cleaning daily. Corridor cleaning twice a week.

Disposal Services

Public Areas  Trash, recycling, and food waste pickup daily, Monday through Friday.

Labs  Trash/recycling pickup daily, except in labs that have requested other arrangements.

Laboratory

Floor dust-mopping/cleaning weekly, Monday through Friday. Horizontal/vertical surface cleaning upon request by Facilities after EHS clearance. Corridor cleaning three times a week for those adjacent to animal research locations.

Physical Plant Services

Routine Maintenance & Repair  Any repair or service to building systems or existing fixtures.

On-Demand  Any repair or service beyond routine maintenance including hanging picture frames, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, etc. (will require charging instructions).

To schedule routine or on-demand service, please call (203) 432-6888 or select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu

Special Events & Room Set-Ups

To schedule, select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu

Emergency & After Hours Procedures

Emergency repairs and/or problems should be called in to the customer service center at (203) 432-6888

Facilities Operations Representatives

Facilities Superintendent  Diane Smoakes (203) 627-0842
Custodial Team Leader  Joshua Spearman (203) 464-5560
General Building Maintainer  Norman Richardson  (203) 432-6888
Yale School of Medicine Facilities Services Schedule
Fitkin Memorial Pavilion & MRI Center (FMP)

CUSTODIAL SERVICES

Offices  Vacuuming, dusting, cleaning, and trash/recycling pickup weekly. Additional services are also provided on-demand by calling (203) 432-6888.

Public Areas  Vacuuming, dusting, and restroom cleaning (including student restrooms) daily, Monday through Friday. Conference room and kitchenette cleaning daily. Corridor cleaning twice a week.

DISPOSAL SERVICES

Public Areas  Trash, recycling, and food waste pickup daily, Monday through Friday.

Labs  Trash/recycling pickup daily, except in labs that have requested other arrangements.

LABORATORY

Floor dust-mopping/cleaning weekly, Monday through Friday. Horizontal/vertical surface cleaning upon request by Facilities after EHS clearance. Corridor cleaning three times a week for those adjacent to animal research locations.

PHYSICAL PLANT SERVICES

Routine Maintenance & Repair  Any repair or service to building systems or existing fixtures.

On-Demand  Any repair or service beyond routine maintenance including hanging picture frames, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, etc. (will require charging instructions).

To schedule routine or on-demand service, please call (203) 432-6888 or select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu

SPECIAL EVENTS & ROOM SET-UPS

To schedule, select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu

EMERGENCY & AFTER HOURS PROCEDURES

Emergency repairs and/or problems should be called in to the customer service center at (203) 432-6888

FACILITIES OPERATIONS REPRESENTATIVES

Facilities Superintendent  Diane Smoakes (203) 627-0842
Custodial Team Leader  Joshua Spearman (203) 464-5560
General Building Maintainer  Debra Alling  (203) 432-6888
Custodial Services

**Offices**  Vacuuming, dusting, cleaning, and trash/recycling pickup weekly. Additional services are also provided on-demand by calling (203) 432-6888.

**Public Areas**  Vacuuming, dusting, and restroom cleaning (including student restrooms) daily, Monday through Friday. Conference room and kitchenette cleaning daily. Corridor cleaning twice a week.

Disposal Services

**Public Areas**  Trash, recycling, and food waste pickup daily, Monday through Friday.

**Labs**  Trash/recycling pickup daily, except in labs that have requested other arrangements.

Laboratory

Floor dust-mopping/cleaning weekly, Monday through Friday. Horizontal/vertical surface cleaning upon request by Facilities after EHS clearance. Corridor cleaning three times a week for those adjacent to animal research locations.

Physical Plant Services

**Routine Maintenance & Repair**  Any repair or service to building systems or existing fixtures.

**On-Demand**  Any repair or service beyond routine maintenance including hanging picture frames, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, etc. (will require charging instructions).

*To schedule routine or on-demand service, please call (203) 432-6888 or select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu*

Special Events & Room Set-Ups

*To schedule, select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu*

Emergency & After Hours Procedures

*Emergency repairs and/or problems should be called in to the customer service center at (203) 432-6888*

**Facilities Operations Representatives**

Facilities Superintendent  Diane Smoakes (203) 627-0842
Custodial Team Leader  Joshua Spearman (203) 464-5560
General Building Maintainer  Debra Alling (203) 432-6888
Yale School of Medicine Facilities Services Schedule
Lauder Hall

**CUSTODIAL SERVICES**

*Offices*  Vacuuming, dusting, cleaning, and trash/recycling pickup weekly. Additional services are also provided on-demand by calling (203) 432-6888.

*Public Areas*  Vacuuming, dusting, and restroom cleaning (including student restrooms) daily, Monday through Friday. Conference room and kitchenette cleaning daily. Corridor cleaning twice a week.

**DISPOSAL SERVICES**

*Public Areas*  Trash, recycling, and food waste pickup daily, Monday through Friday.

*Labs*  Trash/recycling pickup daily, except in labs that have requested other arrangements.

**LABORATORY**

Floor dust-mopping/cleaning weekly, Monday through Friday. Horizontal/vertical surface cleaning upon request by Facilities after EHS clearance. Corridor cleaning three times a week for those adjacent to animal research locations.

**PHYSICAL PLANT SERVICES**

*Routine Maintenance & Repair*  Any repair or service to building systems or existing fixtures.

*On-Demand*  Any repair or service beyond routine maintenance including hanging picture frames, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, etc. (will require charging instructions).

*To schedule routine or on-demand service, please call (203) 432-6888 or select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu*

**SPECIAL EVENTS & ROOM SET-UPS**

*To schedule, select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu*

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**EMERGENCY & AFTER HOURS PROCEDURES**

*Emergency repairs and/or problems should be called in to the customer service center at (203) 432-6888*

**FACILITIES OPERATIONS REPRESENTATIVES**

Facilities Superintendent  Diane Smoakes (203) 627-0842
Custodial Team Leader  Joshua Spearman (203) 464-5560
General Building Maintainer  Norman Richardson (203) 432-6888
CUSTODIAL SERVICES

**Offices** Vacuuming, dusting, cleaning, and trash/recycling pickup weekly. Additional services are also provided on-demand by calling (203) 432-6888.

**Public Areas** Vacuuming, dusting, and restroom cleaning (including student restrooms) daily, Monday through Friday. Conference room and kitchenette cleaning daily. Corridor cleaning twice a week.

DISPOSAL SERVICES

**Public Areas** Trash, recycling, and food waste pickup daily, Monday through Friday.

**Labs** Trash/recycling pickup daily, except in labs that have requested other arrangements.

LABORATORY

Floor dust-mopping/cleaning weekly, Monday through Friday. Horizontal/vertical surface cleaning upon request by Facilities after EHS clearance. Corridor cleaning three times a week for those adjacent to animal research locations.

PHYSICAL PLANT SERVICES

**Routine Maintenance & Repair** Any repair or service to building systems or existing fixtures.

**On-Demand** Any repair or service beyond routine maintenance including hanging picture frames, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, etc. (will require charging instructions).

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SPECIAL EVENTS & ROOM SET-UPS

To schedule, select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu

EMERGENCY & AFTER HOURS PROCEDURES

Emergency repairs and/or problems should be called in to the customer service center at (203) 432-6888

FACILITIES OPERATIONS REPRESENTATIVES

Facilities Superintendent Diane Smoakes (203) 627-0842
Custodial Team Leader Joshua Spearman (203) 464-5560
General Building Maintainer Norman Richardson (203) 432-6888
Yale School of Medicine Facilities Services Schedule
Laboratory for Medicine & Pediatrics (LMP)

**CUSTODIAL SERVICES**

*Offices*  Vacuuming, dusting, cleaning, and trash/recycling pickup weekly. Additional services are also provided on-demand by calling (203) 432-6888.

*Public Areas*  Vacuuming, dusting, and restroom cleaning (including student restrooms) daily, Monday through Friday. Conference room and kitchenette cleaning daily. Corridor cleaning twice a week.

**DISPOSAL SERVICES**

*Public Areas*  Trash, recycling, and food waste pickup daily, Monday through Friday.

*Labs*  Trash/recycling pickup daily, except in labs that have requested other arrangements.

**LABORATORY**

Floor dust-mopping/cleaning weekly, Monday through Friday. Horizontal/vertical surface cleaning upon request by Facilities after EHS clearance. Corridor cleaning three times a week for those adjacent to animal research locations.

**PHYSICAL PLANT SERVICES**

*Routine Maintenance & Repair*  Any repair or service to building systems or existing fixtures.

*On-Demand*  Any repair or service beyond routine maintenance including hanging picture frames, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, etc. (will require charging instructions).

To schedule routine or on-demand service, please call (203) 432-6888 or select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu

**SPECIAL EVENTS & ROOM SET-UPS**

To schedule, select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu

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**EMERGENCY & AFTER HOURS PROCEDURES**

Emergency repairs and/or problems should be called in to the customer service center at (203) 432-6888

**FACILITIES OPERATIONS REPRESENTATIVES**

Facilities Superintendent  Diane Smoakes  (203) 627-0842
Custodial Team Leader  Joshua Spearman  (203) 464-5560
General Building Maintainer  Debra Alling  (203) 432-6888
Yale School of Medicine Facilities Services Schedule Laboratory for Surgery/Obstetrics/Gynecology (LSOG)

**Custodial Services**

*Offices*  Vacuuming, dusting, cleaning, and trash/recycling pickup weekly. Additional services are also provided on-demand by calling (203) 432-6888.

*Public Areas*  Vacuuming, dusting, and restroom cleaning (including student restrooms) daily, Monday through Friday. Conference room and kitchenette cleaning daily. Corridor cleaning twice a week.

**Disposal Services**

*Public Areas*  Trash, recycling, and food waste pickup daily, Monday through Friday.

*Labs*  Trash/recycling pickup daily, except in labs that have requested other arrangements.

**Laboratory**

Floor dust-mopping/cleaning weekly, Monday through Friday. Horizontal/vertical surface cleaning upon request by Facilities after EHS clearance. Corridor cleaning three times a week for those adjacent to animal research locations.

**Physical Plant Services**

*Routine Maintenance & Repair*  Any repair or service to building systems or existing fixtures.

*On-Demand*  Any repair or service beyond routine maintenance including hanging picture frames, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, etc. (will require charging instructions).

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**Special Events & Room Set-Ups**

To schedule, select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu

**Emergency & After Hours Procedures**

Emergency repairs and/or problems should be called in to the customer service center at (203) 432-6888

**Facilities Operations Representatives**

Facilities Superintendent  Diane Smoakes (203) 627-0842

Custodial Team Leader  Joshua Spearman (203) 464-5560

General Building Maintainer  Norman Richardson (203) 432-6888
emergency & after hours procedures

Emergency repairs and/or problems should be called in to the customer service center at (203) 432-6888.

facilities operations representatives

Facilities Superintendent  Diane Smoakes  (203) 627-0842
Custodial Team Leader  Joshua Spearman  (203) 464-5560
General Building Maintainer  Debra Alling  (203) 432-6888
Emergency & After Hours Procedures

Emergency repairs and/or problems should be called in to the customer service center at (203) 432-6888

Facilities Operations Representatives

Facilities Superintendent Diane Smoakes (203) 627-0842
Custodial Team Leader Joshua Spearman (203) 464-5560
General Building Maintainer Debra Alling (203) 432-6888

Custodial Services

Offices    Vacuuming, dusting, cleaning, and trash/recycling pickup weekly. Additional services are also provided on-demand by calling (203) 432-6888.

Public Areas    Vacuuming, dusting, and restroom cleaning (including student restrooms) daily, Monday through Friday. Conference room and kitchenette cleaning daily. Corridor cleaning twice a week.

Disposal Services

Public Areas    Trash, recycling, and food waste pickup daily, Monday through Friday.

Labs    Trash/recycling pickup daily, except in labs that have requested other arrangements.

Laboratory

Floor dust-mopping/cleaning weekly, Monday through Friday. Horizontal/vertical surface cleaning upon request by Facilities after EHS clearance. Corridor cleaning three times a week for those adjacent to animal research locations.

Physical Plant Services

Routine Maintenance & Repair    Any repair or service to building systems or existing fixtures.

On-Demand    Any repair or service beyond routine maintenance including hanging picture frames, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, etc. (will require charging instructions).

To schedule routine or on-demand service, please call (203) 432-6888 or select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu

Special Events & Room Set-Ups

To schedule, select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu
Yale School of Medicine Facilities Services Schedule
Winchester Building (WWW)

**CUSTODIAL SERVICES**

*Offices*  Vacuuming, dusting, cleaning, and trash/recycling pickup weekly. Additional services are also provided on-demand by calling (203) 432-6888.

*Public Areas*  Vacuuming, dusting, and restroom cleaning (including student restrooms) daily, Monday through Friday. Conference room and kitchenette cleaning daily. Corridor cleaning twice a week.

**DISPOSAL SERVICES**

*Public Areas*  Trash, recycling, and food waste pickup daily, Monday through Friday.

*Labs*  Trash/recycling pickup daily, except in labs that have requested other arrangements.

**LABORATORY**

Floor dust-mopping/cleaning weekly, Monday through Friday. Horizontal/vertical surface cleaning upon request by Facilities after EHS clearance. Corridor cleaning three times a week for those adjacent to animal research locations.

**PHYSICAL PLANT SERVICES**

*Routine Maintenance & Repair*  Any repair or service to building systems or existing fixtures.

*On-Demand*  Any repair or service beyond routine maintenance including hanging picture frames, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, etc. (will require charging instructions).

*To schedule routine or on-demand service, please call* (203) 432-6888 *or select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu*

**SPECIAL EVENTS & ROOM SET-UPS**

*To schedule, select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu*

**EMERGENCY & AFTER HOURS PROCEDURES**

*Emergency repairs and/or problems should be called in to the customer service center at* (203) 432-6888

**FACILITIES OPERATIONS REPRESENTATIVES**

Facilities Superintendent  Diane Smoakes  (203) 627-0842
Custodial Team Leader  Joshua Spearman  (203) 464-5560
General Building Maintainer  Debra Alling  (203) 432-6888
Yale School of Medicine Facilities Services Schedule
132 Davenport Avenue

**CUSTODIAL SERVICES**

*Offices*  Vacuuming, dusting, cleaning, and trash/recycling pickup weekly. Additional services are also provided on-demand by calling (203) 432-6888.

*Public Areas*  Vacuuming, dusting, and restroom cleaning (including student restrooms) daily, Monday through Friday. Conference room and kitchenette cleaning daily. Corridor cleaning twice a week.

**DISPOSAL SERVICES**

*Public Areas*  Trash, recycling, and food waste pickup daily, Monday through Friday.

*Labs*  Trash/recycling pickup daily, except in labs that have requested other arrangements.

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*On-Demand*  Any repair or service beyond routine maintenance including hanging picture frames, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, etc. (will require charging instructions).

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**SPECIAL EVENTS & ROOM SET-UPS**

To schedule, select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu

**EMERGENCY & AFTER HOURS PROCEDURES**

Emergency repairs and/or problems should be called in to the customer service center at (203) 432-6888

**FACILITIES OPERATIONS REPRESENTATIVES**

Facilities Superintendent  Diane Smoakes  (203) 627-0842  
Custodial Team Leader  Joshua Spearman  (203) 464-5560  
General Building Maintainer  Norman Richardson  (203) 432-6888
CUSTODIAL SERVICES

Offices  Vacuuming, dusting, cleaning, and trash/recycling pickup weekly. Additional services are also provided on-demand by calling (203) 432-6888.

Public Areas  Vacuuming, dusting, and restroom cleaning (including student restrooms) daily, Monday through Friday. Conference room and kitchenette cleaning daily. Corridor cleaning twice a week.

DISPOSAL SERVICES

Public Areas  Trash, recycling, and food waste pickup daily, Monday through Friday.

Labs  Trash/recycling pickup daily, except in labs that have requested other arrangements.

LABORATORY

Floor dust-mopping/cleaning weekly, Monday through Friday. Horizontal/vertical surface cleaning upon request by Facilities after EHS clearance. Corridor cleaning three times a week for those adjacent to animal research locations.

PHYSICAL PLANT SERVICES

Routine Maintenance & Repair  Any repair or service to building systems or existing fixtures.

On-Demand  Any repair or service beyond routine maintenance including hanging picture frames, adding electrical outlets, repair of lab equipment like refrigerators, autoclaves, etc. (will require charging instructions).

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SPECIAL EVENTS & ROOM SET-UPS

To schedule, select ‘Facilities Work Request’ under ‘Quick Links’ at facilities.yale.edu

EMERGENCY & AFTER HOURS PROCEDURES

Emergency repairs and/or problems should be called in to the customer service center at (203) 432-6888

FACILITIES OPERATIONS REPRESENTATIVES

Facilities Superintendent  Diane Smoakes (203) 627-0842
Custodial Team Leader  Joshua Spearman (203) 464-5560
General Building Maintainer  Debra Alling (203) 432-6888