

# Yale OFFICE OF FACILITIES

## Facilities Operations

### Services Schedule: Yale School of Nursing (YSN)

#### 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:** James Carr office = 7-3140

**General Building Maintainer:** Dawn Boulas and Joe Adam, 203-432-6888



#### Custodial Services Frequencies Monday-Friday

**Classrooms:** including auditoriums and computer rooms, are cleaned once daily including removal of trash/recycling.

**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.

Additional services are also provided on demand by calling **203-432-6888** and may require charging instructions.



#### 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.