### Service Schedule:
#### Libraries Complex

### Custodial Services:

#### Conference Rooms/Reading Rooms:
- Cleaned once daily Monday - Friday
  - Includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and trash/recycling removal
  - Additional services per request

#### Classrooms:
- Cleaned once daily Monday - Friday
  - Includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and trash/recycling removal
  - Trash removal and rooms spot cleaned during the daily (boards/tables wiped down and chairs reset)
  - Saturday & Sunday rooms are policed and detail cleaned per request
  - Boards and podiums can be moved/setup upon request

#### Restrooms:
- Cleaned once daily Monday - Sunday
  - Includes cleaning toilets, urinals, and sinks, wiping down counters and mirrors, refilling dispensers, mopping floors, removing trash, and closing windows
  - Restrooms are refreshed two (2) times daily
  - Includes wiping down counters, refilling dispensers, and removing trash

#### Entry Glass:
- Cleaned daily Monday - Friday

### Facilities Operations Representatives:
- Facilities Superintendent: Ken Hajducky 203-432-1755, 203-464-1148
- Facilities CTL: Roger Bacote 203-432-8416, 203-432-6888
- General Building Maintainer: Mike Masiello 203-432-6888
- Building Services: 203-432-4980

### Emergency & After Hours Procedure:
For All Emergency Repairs and/or Problems Call

Customer Service Center: 203-432-6888

### Lounges:
- Cleaned once daily Monday - Friday
  - Includes wiping down counters and tables, vacuuming/mopping floors, removing trash and recycling, and resetting furniture
  - 1st floor lounges are refreshed several times daily Monday - Friday

### Offices:
- Cleaned once per week
  - Includes vacuuming/dust-mopping/wet mopping floors and dusting
  - Trash and recycling removal

### Kitchenette:
- Cleaned once daily Monday - Friday
  - Includes wiping down counters, mopping floors, removing trash and recycling, and refilling dispensers

### Stairwells:
- All stairwells are cleaned once per week
  - Includes wiping down counters and tables, vacuuming/mopping floors
  - Spot cleaned as needed or per request

### Corridors:
- Dust mopped and scrubbed once per week
  - Spot cleaned as needed or per request

### Display Cases:
- Cleaned once per week
  - Includes wiping down exterior frame, dusting exterior surfaces, and cleaning exterior glass

### Ceiling Diffusers:
- Cleaned once per year
Disposal Services:

Public Spaces:
- Trash and Recycling are removed from all public areas once daily Sunday - Saturday
  - Additional removal per supervisor request

Private Spaces:
- Trash and Recycling are removed from all private and office areas once per week

Facility Maintenance:

Routine Maintenance & Repair Services:
- Any repair or service to building systems or existing fixtures

On-Demand Services:
- Beyond Routine Maintenance
  - i.e. Hanging picture frames, hanging white boards, adding electrical outlets, repairing refrigerators, etc.

For either Routine or On-Demand Services, Please call:
- Building Service: 203-432-6888

Special Events and Room Set-ups:
- Can be scheduled by contacting Building Services at 203-432-6888

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Additional Services:
(Completed at additional cost if allocated FTEs to support at peak levels are exhausted)

Events Set-up / Breakdown:
- Completed per above guidelines

Event Cleanup and Support:
- Additional cleaning, restroom servicing, and trash/recycling removal in the support of events completed as requested and at additional cost

Courtyard & Patios:
- Scrubbing/Washing of the stone performed as requested and at additional cost or with work off-set
- Relocating patio furniture to garage or other locations performed as requested and at additional cost or with work off-set

Non-Custodial Work Performed by Others:
(Per Union Agreement)

- Moving office furniture, boxes, bulky items (TR&S)
- Placing of covers on tables for events (Hospitality)
- Moving or cleaning any dining equipment (Hospitality)
  - Cleaning outdoor grills and/or gas tanks
  - Cleaning kitchen and/or work areas behind the service line
  - Washing and/or stocking of dishes
- Re-supplying copier paper (C&T Admin)