### Service Schedule:

#### Yale School of Management, Evans Hall

<table>
<thead>
<tr>
<th>Emergency &amp; After Hours Procedure:</th>
<th>Facilities Operations Representatives:</th>
</tr>
</thead>
</table>
| *For All Emergency Repairs and/or Problems Call* | • Facilities Superintendent Days: Adam Binkowski 203-436-9538  
• Facilities Superintendent Nights: Felicia Selkridge 203-436-9817  
• SOM Building Services: 203-432-6000 |

| Customer Service Center: 203-432-6888 | |

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#### Custodial Services: Scope Off Peak

<table>
<thead>
<tr>
<th>Offices:</th>
<th></th>
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</thead>
</table>
| • Vacuumed, dusted, and trash/recycling removed once daily  
  • Monday - Friday Assuming 90% occupancy  
  • Remainder cleaned upon occupant return or supervisor’s discretion  

<table>
<thead>
<tr>
<th>Public Areas:</th>
<th></th>
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</thead>
</table>
| • Cleaned and vacuumed once daily Sunday - Thursday  
  • Spot cleaned as needed Sunday - Saturday  
  • High dusting as needed Sunday - Saturday  
  • Carpeted corridors spot clean as needed Monday - Friday  
  • Stairways cleaned once per week & spot clean as needed  
  • Grand Staircase cleaned daily  
  • Conference rooms/auditoriums/library cleaned and vacuumed once daily Monday - Friday  
  • Carpets spot shampooed daily as needed  
  • Kitchenettes cleaned once daily Monday - Friday  
  • Restrooms cleaned and re-serviced three (3) times daily Monday - Friday  
  • Beinecke room cleaned and vacuumed once daily Monday - Friday  
  • Spot Shampooed as needed weekly  

<table>
<thead>
<tr>
<th>Ceiling Diffusers:</th>
<th></th>
</tr>
</thead>
</table>
| • Cleaned once per year  

<table>
<thead>
<tr>
<th>Window Blinds:</th>
<th></th>
</tr>
</thead>
</table>
| • Adjusted once daily Monday through Friday  

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#### Disposal Services:

• Trash, Recycling, and Food Waste are removed from all public areas twice daily Sunday - Saturday

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#### Special Events and Room Set-ups:

• Can be scheduled by contacting Event Management at 203-432-7995
### Service Schedule:

#### Yale School of Management, Evans Hall

**Emergency & After Hours Procedure:**

*For All Emergency Repairs and/or Problems Call*

Customer Service Center: 203-432-6888

**Facilities Operations Representatives:**

- Facilities Superintendent Days: Adam Binkowski 203-436-9538
- Facilities Superintendent Nights: Felicia Selkridge 203-436-9817
- SOM Building Services: 203-432-6000

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**Custodial Services:** Scope On Peak

#### Offices:

- Vacuumed, dusted, and trash/recycling removed once daily Monday - Friday

#### Public Areas:

- Cleaned and vacuumed once daily Sunday - Thursday
  - Spot cleaned as needed Sunday - Saturday
  - High dusting as needed Sunday - Saturday
- Carpets shampooed once per week Monday - Friday
- Stairways cleaned two (2) times per week & spot clean as needed
- Grand Staircase cleaned daily
- Conference rooms/auditoriums/library cleaned and vacuumed once daily Monday - Friday
  - Carpets spot shampooed weekly as needed
- Kitchenettes cleaned once daily Monday - Friday
- Restrooms cleaned and serviced three (3) times daily
- Beinecke room cleaned and vacuumed once daily Sunday - Saturday
  - Spot Shampooed as needed

#### Ceiling Diffusers:

- Cleaned once per year

#### Window Blinds:

- Adjusted once daily Monday through Friday

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**Charley's Place:**

- Cleaned once daily
- Floors and tables spot cleaned four (4) times daily during operating hours
- Floors scrubbed daily Monday - Friday
- Trash, Recycling, and Food Waste removed three (3) times daily during operating hours and once per night

#### Classrooms:

- Vacuumed, cleaned, and trash/recycling removed once daily Monday - Friday
  - Once Daily Saturday and Sunday if needed
- Blackboards cleaned and trash removed after every scheduled class
- Furniture reorganized once daily as needed Monday - Friday
- Chair height adjusted once daily Monday - Friday

#### Courtyard & Patio Furniture:

- Furniture cleaned and reset daily Sunday - Saturday

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**Disposal Services:**

- Trash, Recycling, and Food Waste are removed from all public areas twice daily Sunday - Saturday

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**Special Events and Room Set-ups:**

- Can be scheduled by contacting Event Management at 203-432-7995
# Yale Office of Facilities

## Facilities Operations

### Yale School of Management, Evans Hall

#### Emergency & After Hours Procedure:

*For All Emergency Repairs and/or Problems Call*

Customer Service Center: 203-432-6888

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#### Facilities Operations Representatives:

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#### 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:**

- SOM Building Service: 203-432-6000

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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

- **Charley’s Place Support:**
  - Busing/cleaning tables, attending area, or additional trash, recycling, and/or food waste removal that is above the level provided in each Peaks are completed at additional cost

- **Glass Cleaning:**
  - Performed two (2) times per year by contractor at an additional cost

- **Classroom Blue Walls:**
  - Cleaned at full-height two (2) times per year by contractor at an additional cost

- **Garage Cleaning:**
  - Can be arranged with in-house staff or by contractor as requested and at additional cost or with work off-set

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#### 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)