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: Jacqueline Gaetano, 203-432-1755 / 203-494-7752
Custodial Team Leader: Roger Bacote, 203-535-3081
General Building Maintainer: 203-432-6888
Director of Building Operation: John Clegg, 203-432-1773 / 203-641-9159

Custodial Services:
Offices: Vacuuming, dusting, trash/recycling pickup, and cleaning is performed once per week. Additional services are also provided on demand by calling 203-432-6888.

Public Areas: are cleaned (vacuumed and dusted) once daily, Monday through Friday. Corridors are cleaned twice a week. Conference rooms and kitchenettes are cleaned daily. Restrooms are cleaned and re-serviced twice daily, Sunday through Saturday.

Disposal Services: Trash, Recycling and Food Waste are removed from public areas once daily, Monday thru Friday.

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

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, hanging white boards, adding electrical outlets, repair refrigerators 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.”

Building related Temperature issues: go online to Facilities.Yale.edu and selecting Facilities Work Request under “Quick Links.” or call 203-432-6888.
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## Services Schedule:
### Beinecke Rear Book Library

### Emergency & After Hours Procedure:
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**Customer Service Center**: 203-432-6888

### Facilities Operations Representatives:
- **Facilities Superintendent**: Jacqueline Gaetano, 203-432-1755 / 203-494-7752
- **Custodial Team Leader**: Roger Bacote, 203-535-3081
- **General Building Maintainer**: 203-432-6888
- **Facilities Manager**: Ralph Mannarino, 203-432-9646 / 203-996-1765

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- **Offices**: Vacuuming, dusting, trash/recycling pickup, and cleaning is performed once per week. Additional services are also provided on demand by calling **203-432-6888**.
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