**Facilities Services:**

<table>
<thead>
<tr>
<th><strong>Private Offices:</strong></th>
<th>Vacuumed, dusted, and trash/recycling removed once per week, Mon-Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Public Areas:</strong></td>
<td>Cleaned (vacuumed or swept and mopped and dusted) once daily Mon-Fri, including Buttery and office common spaces</td>
</tr>
<tr>
<td><strong>Public Restrooms:</strong></td>
<td>Cleaned, restocked, and restroom trash removed once per day Mon-Fri</td>
</tr>
<tr>
<td><strong>Student Bathrooms:</strong></td>
<td>Cleaned, restocked, and bathroom trash removed once per day Mon-Fri</td>
</tr>
<tr>
<td><strong>Student Rooms:</strong></td>
<td>Cleaned once a year, adjust height and bunk beds when requested and if style of beds allow.</td>
</tr>
<tr>
<td><strong>Student Activity Area:</strong></td>
<td>Cleaned (floors swept, furniture and glass wiped) once a week. Includes, but is not limited to: music rooms, dance and art studios.</td>
</tr>
<tr>
<td><strong>Classrooms/Seminar Rooms:</strong></td>
<td>Cleaned, blackboards and whiteboards cleaned and trash removed once daily, Monday-Friday. For special events needs/cleaning in a classroom, please see Special Events section.</td>
</tr>
<tr>
<td><strong>Specialty Rooms:</strong></td>
<td>Printing Press, Carpentry Shops, upon request—due to access restrictions.</td>
</tr>
<tr>
<td><strong>Mon - Fri Service:</strong></td>
<td>Spot clean public spaces and restrooms.</td>
</tr>
<tr>
<td><strong>Laundry Rooms:</strong></td>
<td>Cleaned once daily, for repairs contact the machine vendor, with machine ID, located on machines</td>
</tr>
<tr>
<td><strong>Gym:</strong></td>
<td>Cleaned three times a week. Floor swept, and mirrors wiped. Does not include cleaning of the machines.</td>
</tr>
<tr>
<td><strong>Buttery Kitchen and Student Kitchen:</strong></td>
<td>Cleaned once a year, at the end of the school year, including refrigerator</td>
</tr>
<tr>
<td><strong>Elevators/Stairs:</strong></td>
<td>Twice a week, unless a spill occurs or in high traffic area</td>
</tr>
<tr>
<td><strong>HOC House:</strong></td>
<td>Cleaned once a year (public/entertaining areas only, not private living quarters)</td>
</tr>
<tr>
<td>** Carpets:**</td>
<td>Provost owned Oriental rugs will be cleaned once every three years by an outside vendor.</td>
</tr>
<tr>
<td><strong>Turnover Cleaning:</strong></td>
<td>Dean’s, Resident Fellows, and Grad Affiliate Apartments cleaned after each occupancy.</td>
</tr>
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</table>
### Emergency & After Hours Procedure:
All routine and emergency repairs and/or problems should be called in to the Customer Service Center: 203-432-6888

### Facilities Operations Representatives:
- Facilities Superintendent Days: John Buck 203-432-0581
- Facilities Custodial Team Leader: John Fields 203-640-5430

### Services Schedule:

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<tr>
<td>Ezra Stiles and Morse Residential Colleges Facilities Operations Representatives</td>
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### Special Events and Room Set-ups:
Can be scheduled by going to Facilities.Yale.edu and select Facilities Work Request under "Quick Links". Please provide charging instructions for set-ups and additional cleaning needs.

### Additional Services:

- **Student Rooms**: On demand and paid for by the college.
- **Guest Suites**: On demand and paid by the college, laundry services not included.

### Pest Control:
Please call Customer Service 203-432-6888 for all pest control issues including bugs, mice, removal of dead animals and removal of live ones.

### Disposal Services:
Trash and Recycling are removed from public spaces daily, Mon-Sat. For larger, bulk items, please call Customer Service at 203-432-6888.

### Physical Plant/Maintenance Services:

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<td>Examples: Hanging picture frames, hanging white boards, adding electrical outlets, repairing refrigerators, cleaning of student rooms, curtains and college owned rugs, assembling and repairing furniture and shelves, locks installation etc. Please call 432-6888 and provide charging instructions.</td>
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### Events Set-up/Breakdown Clean-up and Support:
Additional cleaning, restroom servicing, and trash/recycling removal in support of events completed as requested and at additional cost.

### Non-Custodial Work Performed by Others
- Moving office furniture/boxes/bulky items (TR&S)
- Moving courtyard furniture (hammocks and sport supplies)
- Moving or cleaning any Dining equipment, including outdoor grills/gas tanks; cleaning kitchen/work areas behind the serving line (Hospitality)
- Resupplying copier paper (C&T admin)

### Services Not Provided:
- Washing dishes
- Defrosting and cleaning student refrigerators
- Making beds
- Audio visual set-ups and repairs
- Laundry services
- Removing student's personal room trash