

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: Julie A. Renko, 203-432-2782

Custodial Team Leader: TBA

General Building Maintainer: Gregory F. Williams, 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: are cleaned once daily.

Corridors: Trash/Recycling removed daily and floors maintained minimum twice per week.

Trash/Recycling is removed **DAILY** from your kitchenette.

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.

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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.

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: Julie A. Renko, 203-432-2782

Custodial Team Leader: TBA

General Building Maintainer: Gregory F. Williams, 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: are cleaned once daily.

Corridors: Trash/Recycling removed daily and floors maintained minimum twice per week.

Trash/Recycling is removed **DAILY** from your kitchenette.

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Physical Plant Services:
Routine Maintenance & Repair Services

Any repair or service to building systems or existing fixtures.

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