

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: Kirsta MacLellan, 203-432-3291

Science Hill Area Manager: Jeffrey Hughes, 203-436-5774



**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.

Laboratories: Floors are cleaned once a week, Monday through Friday. Trash/Recycling removed daily.

Horizontal and vertical surface cleaning is upon request and cleared by OEHS

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.