

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: Robert Daly, 203-764-9680

Custodial Team Leader: Pat Simone, 203-641-2874

General Building Maintainer: Terri Henderson, 203-432-6888



Custodial Services:

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. Public Restrooms are cleaned once daily, Monday through Friday.



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."



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



Locker Rooms: Cleaned and trash removed once daily, Monday through Friday. Cleaned on Weekends when Varsity Contests are scheduled.

Offices: All Offices are cleaned once a week.



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