

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758  
**Custodial Team Leader:** Winsome Watson, (203) 671-4088  
**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**


Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758  
**Custodial Team Leader:** Winsome Watson, (203) 671-4088  
**General Building Maintainer:** Mitch Weiner, (203) 432-6888

 **Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.


**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request

 **Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.

 **Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.



**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.



**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.



**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.



**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**


Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758  
**Custodial Team Leader:** Winsome Watson, (203) 671-4088  
**General Building Maintainer:** Mitch Weiner, (203) 432-6888

 **Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request

 **Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.

 **Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.



**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Conference Rooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash. Additional servicing per request.

**Classrooms:** Cleaned once per day, Monday through Friday. Cleaning includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and removing trash.

**Restrooms:** Cleaned once per day, Sunday through Saturday. Includes cleaning toilets/urinals/sinks, wiping down counters/mirrors, refilling dispensers, mopping floors, removing trash and closing windows.

**Lounges:** Cleaned once per day, Sunday through Saturday. Cleaning includes wiping down counters/tables, vacuuming/mopping floors, removing trash, and resetting furniture. Ground floor lounge at Adams is refreshed during the 2<sup>nd</sup> shift Monday through Friday.

**Offices:** Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.



**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.

For both Routine and On-Demand Services, please call **203-432-4980**



**Special Events and Room Set-ups**

Can be scheduled by entering a Facilities Work Request (FWR) online through the Facilities website: [www.facilities.yale.edu](http://www.facilities.yale.edu).

**Event Coverage:** Additional/Special coverage can be scheduled per request for additional cost.

**Furniture:** Reset once per day, Monday through Friday. Additional moves/re-organization can be completed per request for an additional cost.

**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) 432-0758

**Custodial Team Leader:** Winsome Watson, (203) 671-4088

**General Building Maintainer:** Mitch Weiner, (203) 432-6888



**Custodial Services:**

**Kitchenette:** Cleaned once per day, Sunday through Saturday. Includes refilling dispensers, wiping down counters, removing trash and mopping floors.

**Stairwells:** Cleaned once per week. Spot cleaned as needed or per request. Main stairwells are cleaned, dust mopped and wet mopped once a day, Monday through Friday.

**Hallways:** Dust mopped once per week and scrubbed once per week. Spot cleaned as needed or per request



**Exclusions:**

**Furniture Moves:** Relocation of office furniture and excessive boxes is not part of the scope. Moving furniture in excess of 50 lbs. is not part of the scope.

**Refrigerators:** Can be cleaned/defrosted by appointment after being emptied by the customer. Removal/throwing away contents is not part of the scope. Work can be completed per request for an additional cost.



**Disposal Services:**

**Public Spaces:** Trash and recycling removed from public areas once daily, Sunday thru Saturday.

**Private Spaces:** Trash and Recycling waste are removed from private office/areas once per week.