Services Schedule:
Leigh Hall-435 College Street

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

Emergency & After Hours Procedure:
All emergency repairs and/or problems should be called in to the Customer Service Center: (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 2nd 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.

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.
**Services Schedule:**
Leigh Hall-435 College Street

**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

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**Emergency & After Hours Procedure:**
All emergency repairs and/or problems should be called in to the
**Customer Service Center:** (203) 432-6888

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**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.

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**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.
Services Schedule:
Sprague Hall-470 College Street

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 2nd 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.

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 moped and wet moped once a day, Monday through Friday.

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Physical Plant Services:

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### Custodial Services:

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<th>Service</th>
<th>Schedule</th>
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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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**Facilities Operations Representatives:**

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

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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.

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

<table>
<thead>
<tr>
<th>Custodial Services:</th>
</tr>
</thead>
<tbody>
<tr>
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Offices: Cleaned once per week, to include vacuum/dust mop/wet mop floors and dusting.

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**Services Schedule:**
82-90 Wall Street

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

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**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

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**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.

**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 moped and wet moped 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.

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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.

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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 moped and wet mopped once a day, Monday through Friday.

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# Services Schedule

**250 Church Street**

## Facilities Operations Representatives:
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## Emergency & After Hours Procedure:
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## 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.

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## Exclusions:

### Furniture Moves:
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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.

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## Disposal Services:

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

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