Emergency & After Hours Procedure:
For All Emergency Repairs and/or Problems Call
Customer Service Center: 203-432-6888

Facilities Operations Representatives:
• Facilities Superintendent Days: Freddie Darby 203-561-0616
• FacilitiesCTL: James Moore 203-464-5137
• General Building Maintainer: Ralph Salemme 203-432-6888

Custodial Services:

Conference Rooms:
• Cleaned once daily Monday—Friday
  • Includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and trash/recycling removal

Classrooms:
• Cleaned once daily Monday—Friday
  • Includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and trash / recycling removal
  • Boards and podiums can be moved / setup upon request

Restrooms:
• Cleaned once Monday—Friday
  • Includes cleaning toilets, urinals, and sinks, wiping down counters and mirrors, refilling dispensers, mopping floors, removing trash, and closing windows

Lounges:
• Cleaned once daily Monday—Friday
  • Includes wiping down counters and tables, vacuuming/mopping floors, removing trash and recycling, and resetting furniture

Custodial Services: Continued

Offices:
• Cleaned once per week
  • Includes vacuuming / dust-mopping / wet mopping floors and dusting
  • Trash and recycling removal

Kitchenette:
• Cleaned once daily Monday—Friday
  • Includes wiping down counters, mopping floors, removing trash and recycling, and refilling dispensers

Stairwells:
• Cleaned, dust mopped, and wet mopped weekly

Hallways:
• Dust mopped and spot mopped daily Monday—Friday
  • Washed and burnished weekly
  • Stripped and waxed one time per year

Additional Services:
Any additional services requested can be completed at an additional cost
### Service Schedule: Amistad Building

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### Disposal Services:

**Public Spaces:** Trash and recycling are removed from all public areas once daily Monday—Friday

**Private Spaces:**

- Trash and recycling are removed from all private and office areas one time per week

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### Special Events and Room Set-up’s

Can be scheduled by contacting Customer Service at 203-432-6888

**Events Set-up / Breakdown:**

- Completed per request and at an additional cost

**Event Cleanup and Support:**

- Additional cleaning, restroom servicing, and trash/recycling removal in the support of events completed as requested and at additional cost
- Trash removal and rooms spot cleaned during the day per service request (boards/tables wiped down and chairs reset) as requested and at an additional cost

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### Facility Maintenance:

**Routine Maintenance & Repair Services:**

- Any repair or service to building systems or existing fixtures

**On-Demand Services:**

- Beyond Routine Maintenance
  - i.e. Hanging picture frames, hanging white boards, adding electrical outlets, repairing refrigerators, etc.

For either Routine or On-Demand Services, Please call:

- Customer Service at 203-432-6888

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### Non-Custodial Work Performed by Others:

(Per Union Agreement)

- Moving office furniture, boxes, bulky items (TR&S)
- Placing of covers on tables for events (Hospitality)
- Moving or cleaning any dining equipment (Hospitality)
  - Cleaning outdoor grills and/or gas tanks
  - Cleaning kitchen and/or work areas behind the service line
  - Washing and/or stocking of dishes
- Re-supplying copier paper (C&T Admin)