### 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

#### Additional Services:

Any additional services requested can be completed at an additional cost.

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### Service Schedule:

**270 Congress Avenue (AIDS Clinic)**

**Emergency & After Hours Procedure:**

*For All Emergency Repairs and/or Problems Call*

**Customer Service Center:** 203-432-6888

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### Facilities Operations Representatives:

**Facilities Superintendent:** Michael Roberts @ 203-627-2945
**Custodial Team Leader:** Cheryl Wilson @ 203-671-2346
**General Building Maintainer:** James Beady @ 203-432-6888

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### 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
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.

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

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

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)

Facilities Operations Representatives:

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