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: Dana Building

Emergency & After Hours Procedure:

For All Emergency Repairs and/or Problems Call

Customer Service Center: 203-432-6888

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

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

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

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:

Facilities Superintendent: Diane Smoakes @ 203-785-5795
Custodial Team Leader: Joshua Spearman @ 203-464-5560
General Building Maintainer: Norm Richardson @ 203-432-6888