**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

**Office:**
- 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.
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

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

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

Service Schedule:
FITKIN Memorial Pavilion & MRI Center

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)