# 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

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**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

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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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**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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**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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**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)

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