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
**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)