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
Emergency & After Hours Procedure:
For All Emergency Repairs and/or Problems Call
Customer Service Center: 203-432-6888

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

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)