**Custodial Services:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Rooms</td>
<td>Cleaned daily Monday–Friday</td>
<td>Includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and trash/recycling removal.</td>
</tr>
<tr>
<td>Classrooms</td>
<td>Cleaned daily Monday–Friday</td>
<td>Includes wiping down tables and boards, resetting chairs, dust/wet mopping floors or vacuuming carpeted floors, and trash / recycling removal.</td>
</tr>
<tr>
<td>Restrooms</td>
<td>Cleaned once Monday–Friday</td>
<td>Includes cleaning toilets, urinals, and sinks, wiping down counters and mirrors, refilling dispensers, mopping floors, removing trash, and closing windows.</td>
</tr>
<tr>
<td>Lounges</td>
<td>Cleaned once daily Monday–Friday</td>
<td>Includes wiping down counters and tables, vacuuming/mopping floors, removing trash and recycling, and resetting furniture.</td>
</tr>
</tbody>
</table>

**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.

### 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

### 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)