### Custodial Services: Continued

#### 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
### 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 Days: Freddie Darby 203-561-0616
- Facilities CTL: James Moore 203-464-5137
- General Building Maintainer: Ralph Salemme 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)