

# Covid-19 Campus Guide



## Facilities

IAS

INSTITUTE FOR  
ADVANCED STUDY



## Facilities Areas of Support

Construction

Custodial

Facility Maintenance

- Carpentry

- Electrical

- Heating & Air

Conditioning

- Portering

- Masonry

- Painting

- Plumbing

Grounds Maintenance

- Snow and Ice Removal

- Grass cutting, leaf blowing, tree and shrub maintenance

Housing Assignment and Maintenance

Trash & Recycling Collection

Utilities

# Key information – work requests:

*For everyone's safe and continued support during your time on campus **ALL** work requests must be submitted via SchoolDude*

- Incoming members will receive their account directions from Computing when IAS e-mail accounts are established.
- Existing faculty, members, staff contact Computing for account set-up, if needed.
- For SchoolDude user support contact: Mike Pascarella at [mpascarella@ias.edu](mailto:mpascarella@ias.edu).

# Housing information:

## Housing and Facilities Office access by appointment only:

- Individual meeting and building entry requests must be made by AppointmentPlus.

## Maintenance & Custodial access to apartments, homes, offices:

- By appointment only, with your permission (unless emergency situation)
- Health screenings completed daily by all staff for everyone's safety
- Health screening questions will be asked of occupants prior to entering
- Proper personal protective equipment will be worn according to the circumstances, including masks and other gear as required/recommended

# Building & Office Protocols:

## Building Common Areas

- Deep cleaned each evening; spot cleaned during the day
- Includes, but not limited to; hallways, stairwells, meeting rooms, restrooms

## Office Cleaning

- Trash and recycling collection nightly – leave cans in hall by office door when departing each evening
- Weekly blackboard cleaning and vacuuming including sanitary spraying
- Additional service can be requested via SchoolDude
- All performed with proper PPE depending upon electronic clearance submitted

# Key Personnel Contact Information

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