Return-to-Campus Guide

Facilities
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 everyones 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.
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

Bill Grip  Chief Facilities Officer  wgrrip@ias.edu
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