

Return-to-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 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 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

Bill Grip

Chief Facilities Officer

wgrip@ias.edu

Keith Sapp

Facilities Operations

ksapp@ias.edu

Mike Pascarella

SchoolDude POC

mpascarella@ias.edu

Andy Compton

Housing Operations

acompton@ias.edu

Sharon Tozzi

Housing Admin

stozzi@ias.edu

Rick Frazier

Project Management

rfrazier@ias.edu