Covid-19 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 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.
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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