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](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

Keith Sapp
Facilities Operations
ksapp@ias.edu

Andy Compton
Housing Operations
acompton@ias.edu

Mike Pascarella
SchoolDude POC
mpascarella@ias.edu

Sharon Tozzi
Housing Admin
stozzi@ias.edu

Rick Frazier
Project Management
rfrazier@ias.edu