

# UNIVERSITY OF WASHINGTON, BOTHELL

## POLICIES AND PROCEDURES MANUAL

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### EMERGENCY REPAIRS

13.9

REV 04/05

Facility Services

425-352-5466

### OVERVIEW

An Emergency Repair Request constitutes a life, health, safety or potential damage to facility concern. **CALL 425-352-5466 IMMEDIATELY!**

### POLICY

An Emergency Repair Request constitutes a life, health, safety or potential damage to facility concern. These may include:

- A lost key
- A broken window
- A power failure
- A blocked or broken drains
- A serious roof leak
- A gas leak / smell
- A dangerous electrical fault
- A fallen tree
- A fault or damage that make the premises unsafe
- A fault or damage likely to injure a person, damage property
- No heating
- Flooding or serious flood damage
- Broken water service / pipes
- Serious storm, fire or impact damage
- Dangerous structures
- Doors that can not be secured
- Public area lighting

Emergency repairs are scheduled the same day if not immediately! Any student, faculty, or staff member who notices a malfunction of electrical equipment, water leaking or other obvious problems that requires immediate attention should contact the Physical Plant Dispatch at 425-352-5466. In some emergencies we may only be able to make a temporary repair. A full permanent repair will be done later. Physical plant dispatch, maintenance engineer or custodian on duty shall advise the Director of Facilities at home if necessary.



**PROCEDURE(S)**

If you would like to report an emergency repair please call Physical Plant Dispatch at 425-352-5466 **IMMEDIATELY!**

**ADDITIONAL INFORMATION**

**Facility Services Work Request System:**

[http://142.176.4.6/CGI-BIN/Oecgi.exe/INET\\_UWB\\_LOGIN\\_PRE](http://142.176.4.6/CGI-BIN/Oecgi.exe/INET_UWB_LOGIN_PRE)