

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](#)