

# UNIVERSITY OF WASHINGTON, BOTHELL

## POLICIES AND PROCEDURES MANUAL

- **Overview**
- **Policy**
- **Procedure**

### ROUTINE REPAIRS

13.8

REV 04/05

Facility Services

425-352-5466

### OVERVIEW

Routine Repairs are non-urgent, everyday repairs which need to be carried out as a result of normal usage or any repair that would improve or maintain the comfort and convenience of your environment. These would include replacing light bulbs, repairing leaking cold water faucets, repairing furniture, repairs to doors, frames, nicks in drywall, painting, replacing ceiling tiles or other similar repairs where it poses no urgent risk to student, staff, faculty or property.

### POLICY

Routine repairs are scheduled in the order received, availability of parts, and existing workload. Normally, routine repairs take five working days. If your repair has not been completed within 5 days, you will be informed of the delay by Physical Plant Dispatch. Emergency work receives top priority while routine maintenance is scheduled as time and funds are available.

### PROCEDURE

If you would like to report a routine repair go to our [Facility Work Request System](#).

You can also call Facility Services Dispatch at 425-352-5466 or email us at [uwbfs@uwb.edu](mailto:uwbfs@uwb.edu).