

**Cleaning, Maintenance, Heating/Cooling
Contacts and Procedures for the University Libraries**

Unit: _____

Coordinator: _____

Phone: _____ **Email:** _____

Coordinator Role: Every attempt should be made to keep calls to campus extension 71 (or 645-2028 –North, or 829-2264-South) at a minimum to avoid multiple work orders. Unit coordinators will know if a condition has been called in. In emergency situations, call the main campus number and immediately notify the unit coordinator for follow-up.

Cleaning:

EMERGENCY: Call campus extension 71 (or 645-2028 - North or 829-2264 – South) during off-hours; otherwise notify unit coordinator for follow-up.
Example: floor spills, restroom needs immediate attention

ROUTINE: Notify unit coordinator.
Example: vacuuming, replace light bulb

Maintenance:

EMERGENCY: Call campus extension 71 (or 645-2028 – North or 829-2264 – South) during off-hours; otherwise notify unit coordinator for follow-up
Example: burst plumbing, roof leak

ROUTINE: Notify unit coordinator.
Example: new electrical outlet, lock change

Heating/Cooling:

Contact unit coordinator during normal business hours; otherwise call campus extension 71 (or 645-2028 – North or 829-2264 – South) for the Chilled Water Plant.

For campus phones unable to call 71 directly, please call 645-2028 on the North Campus or 829-2264 on the South Campus.

12/19/08