**Emergencies/Facilities Management**

Many situations such as water leaks, power failures or heating problems may require prompt attention to avoid danger to health, damage to property or severe inconvenience to a program. When reporting an emergency please specify the nature and location of the problem as precisely as possible.

In the event of an emergency, call Facilities Management office at extension 7006. During normal working hours, Monday through Friday, 7am to 4:30pm, maintenance personnel will respond as soon as possible to resolve the problem. At night, weekends or holidays extension 7006 will be answered by our evening maintenance person. These people are authorized to complete a repair or contact the appropriate personnel to respond to the emergency. If, for any reason, there is no response at extension 7006 please contact Public Safety at extension 7400 and explain the situation.