

MAINTENANCE & OPERATIONS EMERGENCY AND ROUTINE SERVICES

Call 303-367-3000, extension 0 (28600) to report situations that may require emergency service.

Emergency situations are defined as:

Life, health, property, and the safety of students and staff are endangered.

or

For situations that, if service is delayed for more than 24 hours could result in the discontinued use or closure of a facility.

The following is a list of typical emergency situations that should be called in:

Access Control System/Prox Card	Occupancy Sensors
Air Conditioning – too hot or cold	Odors – all
Alarms – Fire/Intrusion Failure	Outlets/Receptacles - broken or missing
Asbestos Situations	PA Systems
Ballasts Smoking/Leaking	Parking Lot Lights
Bells/System Failure	Pest Control
Burglar Alarm System Failure	Playground Equipment Repair
Clocks, System Failure	Plumbing – major leaks & broken pipes
Doors that can't be secured	Receptacles/Outlets – broken or missing
Drainage Problems	Roof Leaks
Electrical Power Failure, Exposed Wiring, Sparks	Security Cameras (20% or more of system down or main entry or mobile entry down)
Elevator, any operational issues	Security Lights
Exit/Emergency Lights	Sinks – plugged or clogged
Fire Alarm System Failure	Snow Removal – playground or parking lots
Fire Sprinklers, flowing	Snow Removal – walk or steps
Fires – call 911	Sound Systems
Fixtures, lights hanging loose	Sprinkler System Repairs
Frozen Pipes	Toilets – plugged or overflowing

Graffiti	Ventilation Problems
Heating – too hot or too cold (set point range 68-74 degrees)	Water/Domestic System Failure
Keys – lost or broken	Water Leakage in light fixtures
Kitchen Equipment Repair (Nutrition Services)	Windows – broken or un-securable
Locks – broken	

For these services, contact the indicated department, individual:

A/V Equipment Repair	Submit iSupport request to IT
Asbestos Situations	Contact Environmental Compliance (x28682)
Computer Relocation	Submit iSupport request to IT
Computer Repair	Submit iSupport request to IT
Copier Repairs	Ricoh @ 1-888-456-6457
Kitchen Freezers, Fridges, Coolers	Contact Nutrition Services (x28567)
Lift Requests	Submit Google Form http://goo.gl/forms/HdyFc5ABKI
Trash Removal	Contact your building custodian

Request for Routine Services – those that can/will be scheduled based on availability of manpower and planned with enough time to obtain supplies and materials, are to be submitted via a SchoolDude Service Request by your custodian or site secretary/authorized personnel at your building.

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