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## **WORK CONDITIONS**

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### **MAINTENANCE EMERGENCY**

As a safe work environment is a paramount concern for SWOSU, department heads and supervisors are to notify the Physical Plant of routine maintenance needs. The Physical Plant is dedicated to addressing work order requests in a timely manner. However, employees should recognize that work orders are prioritized by severity of need. (See Maintenance Work Request Form on SWOSU web site.)

**Emergency Repairs/After Hours** SWOSU employees observing a potentially hazardous maintenance problem should contact the Physical Plant at extension 3788. In the event of an after hours emergency, call 774-9002. If unanswered, call in the following order: 774-9001; 772-0603; 774-7699; 772-7848 or 774-3111. These numbers are intended to be used only when the individual feels there is immediate need for action.