

## ***WORK CONDITIONS AND HOURS***

### **MAINTENANCE EMERGENCY**

As a safe work environment is a paramount concern for the University, department heads and supervisors are to notify the Physical Plant of routine maintenance needs. The Physical Plant is dedicated to correcting work order requests in a timely manner. However, employees should recognize that work orders are prioritized by severity of need.

### **Emergency Repairs/After Hours**

Any University employee observing a potentially hazardous maintenance need should contact the Physical Plant at extension 3788. In the event of an after hours emergency call 774-9002. If unanswered call; 772-5223, 772-7848, or 774-9001. These numbers should only be used if the employee feels there is immediate need for action.