

## FACILITIES CALL LIST

### **General Rules**

**Emergencies:** For emergencies such as smoke, fire, or alarms sounding in the building, the first call should be to 911. Dispatch at 911 will contact Facilities. Other types of emergencies such as floods or building access system malfunction see "Weekend and Emergencies" list below.

**Weekday:** Non-emergency issues during the weekday should be submitted by Work Order.

**Evenings and Weekend:** Facilities open on weekends such as the Library, ERC, and PSB, use "Weekend and Emergencies" protocol. Service calls should be directed to the person in order listed below.

### **Monday – Friday: Normal Work Hours**

Facilities Shopkeeper, Gary Schnock, @ 274-0356	7:00 AM – 3:30 PM
Facilities Office, Suzanne Phillips @ 274-0355	8:00 AM – 4:30 PM
Deputy Director of Facilities, Alan Lockett @ 274-0342 or 327-1426 (cell)	anytime
Maintenance Supervisor, Dana Dexter @ 274-0343 or 227-8056 (cell)	anytime
Cleaning Supervisor, x TBA x @ 274-0340 or 327-1313* (cell)	anytime

*\*until this position is filled, please contact Alan Lockett for any cleaning issues*

### **Monday – Friday: Evenings**

Senior Cleaner, Robert Williams @220-7598 (cell)	4:00 PM – 12:00 PM
Deputy Director of Facilities, Alan Lockett @ 274-0342 or 327-1426 (cell)	anytime

### **Weekend and Emergencies**

**Note: If you only get a voice recording, leave a message, and then call the next person on the list.**

<u>Alan Lockett</u> (Deputy Director of Facilities)...	<b>327-1426</b>
<u>Dana Dexter</u> (General maintenance issues)...	<b>227-8056*</b> or 838-3499 (home)
<u>Bob Dyson</u> (HVAC issues)...	<b>327-2990</b>
<u>Ben Nugent</u> (HVAC issues)...	<b>227-3351</b>
<u>Josh Miner</u> (Electrical System issues)	<b>327-2992</b> or <b>216-4066</b> (home)
<u>Alan Lockett - acting</u> (Cleaning issues)...	<b>327-1426</b> (home)
<u>Arel LeMaro</u> (Director of Facilities)...	<b>327-1309</b> or 533-3605 (home)

\*After hours calls to Dana, use home phone number.

Updated 5/08/19 AML