

A. Building Problems**3. HVAC/Mechanical**

Report to a supervisor any problems with the physical plant. Supervisors should get in touch with personnel authorized to initiate work orders. Do not attempt to fix the situation yourself. Do not reset thermostats. Staff should be kept aware of the status of the repair. Good communications are essential during difficult times.

HVAC/Mechanical Repairs are handled by:

Facilities Management

Service Response call 3-7800