

## Maintenance Emergency

If a maintenance problem occurs on campus during the hours of 8:30AM- 5:00PM, open a maintenance request at [Report an Issue - Residence Life \(oglethorpe.edu\)](https://www.oglethorpe.edu/residence-life/report-an-issue). If the maintenance problem occurs after hours between 5:00PM and 8:29AM notify security only on ext. 1998 or 404-504-1998.

The following procedures should be followed.

1. State the nature of the emergency
2. Provide your name, location, building and room # and injuries that might have occurred
3. Do not attempt to fix or repair the problem
4. Stand clear of the area and wait for the arrival of campus safety or maintenance personnel.
5. Notify individuals in the area

The proper personnel will be notified and respond to the emergency.

Maintenance emergencies are classified as electrical, plumbing, heating, and air conditioning or problems that will damage University property. Other maintenance issues will be evaluated as received to determine if personnel will be called in by the Director of Public Safety and the on-call maintenance person.