

## When entering a work order.

### Carpenters

- Windows
  - o Screens/shades
- Locks
- Wardrobes on walls
- Shelving
- Cabinets
- Roof leaks
- Mirrors
- Hang pictures/corkboards
- Remove door frames
- Ladders (4 foot, 6 foot and 8 foot)

### Plumbers

- Gas smell
- Overflowed
  - o Sinks
  - o Toilets
  - o Showers
- No hot water
- Valves

### Painters

- Ladders (12 and 18 foot)
- Remove graffiti

### Custodians

- Salt sidewalks
- Deal with excess water due to floods
- Move student rooms
- Rugs
- Furniture
  - o Desks
  - o Chairs
  - o Beds
- Cleaning

### HVAC

- Refrigerators/Freezers
- Ventilation
- Valves
- Energy management
  - o Temperature control
- Gas stoves

## Which craft to choose?

### Environmental Health & Safety

- Fire extinguishers

### Electricians

- Ladders (12 foot)
- Lights
- Smoke detectors
- Loss of power
  - o Circuit breakers (get details: location, etc.)
- Electric stoves

### Grounds

- Salt roads
- Move offices
- Pick up recycling
- Broken glass on ground
- Jump start cars from 7:00AM-3:30PM

**Security alarms go to Bob Crowley x5566**

### Emergencies

During the weekday hours of 8:30AM-4:30PM call 413-559-6614

After those hours call Campus Police at 413-559-5424