When entering a work order.

Which craft to choose?

Carpenters
- Windows
  - 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
  - Sinks
  - Toilets
  - 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
  - Desks
  - Chairs
  - Beds
- Cleaning

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

Environmental Health & Safety
- Fire extinguishers

Electricians
- Ladders (12 foot)
- Lights
- Smoke detectors
- Loss of power
  - 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