

# **PPS Emergency Work Order Guide**

## **ELECTRICAL & LIGHTING**

- Any building reporting no electricity.
- A majority of light fixtures not working in classroom or office.
- Receptacles not working in classroom that is needed for teaching purposes.
- Fire alarm sounding in any building. Or trouble on the Fire Panel.
- Electrical components/equipment that is arcing or sparks are visible.
- All Electrical Nutrition Services calls.
- School bells not ringing.

## **GENERAL REPAIRS**

- Windows that will not secure which are on ground level or at a fire escape access.
- Entrance doors that will not unlock or lock.
- Classrooms, labs or offices that will not unlock.
- Classrooms, labs or offices that have valuable items inside them that will not lock.
- Core changes that are required due to a breach of security.
- Roof leak that is dripping on valuable equipment.
- Roof leak where a potential safety issue is present.
- Any floor safety issue, such as tripping or opening in floor.
- Any other work that presents a safety concern for students, staff, general public or the building itself.

## **MECHANICAL**

- Any toilet, urinal or faucet that is running continuously.
- Any time the smell of gas is present in any building.
- Any time the smell of sewer gas is present in any building.
- Any time there is no water to a building.
- When the sewer system, drains, toilets or urinals are stopped up.
- When water is running on any electrical devices.
- When water is leaking through a wall, floor or ceiling.
- Any visible leaks from piping that is unsafe or will cause damage.
- When there is no heat in the entire building or section of the building.

- Extreme temperatures in Kindergarten or Special Needs classrooms.
- When water is coming out of the ground.
- When any large cover plates for water meters, sewer manholes or irrigation valve box lids are missing or not on properly.
- Anyone trapped in an elevator or any elevator not working.
- All Mechanical Nutrition Services calls.

#### **KEY REQUEST**

- If you are locked out of building.
- Unable to secure building or classrooms as in loss of keys.

#### **EXTERIOR SERVICES**

- Debris on a campus street, sidewalk, or steps.
- Broken limbs or trees.
- Sink holes or any holes in the ground.
- Broken water lines.
- Broken glass outdoors.
- Car accidents on campus where there is a chemical spill, broken glass, or car parts.
- Vandalism that poses a threat or is obscene.

**If you are unsure that your request is an emergency please contact the emergency call center for assistance at 503-916-3303.**