

5.100. FACILITY REPAIRS AND MAINTENANCE

115.00. MAINTENANCE REQUESTS: When there is a need to repair, replace or maintain a piece of equipment at a Type I facility, staff shall email Facilities Management. The subject line shall contain the facility name and a brief description of the issue. The body should contain more detail of the issue, location within the facility and name and number of the contact staff member.

(Rev. 05/2019)