

Off-Hours Physical Plant/Maintenance Problems Call Procedures

This procedure is to be used for maintenance problems that arise during off-hours. Off-hours are periods of time, such as holidays, weekends, and nights, when the regular Physical Plant Maintenance staff is not on Campus.

If there is a problem with elevators, environmental emergencies, leaks such as gas or water, or any other urgent situations, a call should be placed to Walter Eddy. If Walter is not available, a call should then be made to Joe Schaefer. At this point, Walter or Joe can then determine the steps need to rectify the problem.

Please note that an emergency in which the Police, Fire Department or other such agency is needed, it should be contacted immediately by the University Police, followed by a call to Walter and/or Joe.

The following phone numbers are not to be distributed UNDER ANY CIRCUMSTANCES to individuals by the University Police:

Walter Eddy: Cell (917) 658-1062
Home (908) 953-0948

Joe Schaefer: Call (917) 837-3244
Home (718) 409-7472