

Office or Building support in Robarts Building

Is this health related?

Yes

Call 911

then

If possible, call security x.24041

No

Yes

Mon – Fri. 7am–11pm?

No

Do you need immediate support?

Yes

Call Campus Police at x.83304. They will call off-hours Facilities personnel to address the building concern.

Yes

Do you need immediate support?

No

Call Security x.24041
Explain reason for concern with appropriate detail.

Security calls Facilities, requests follow-up. They will notify Martin Awzan and Ron Vander and you. Please leave a number for them to call you back with action-plan.

Email Martin Awzan. mawzan@uwo.ca
Include the room #, description of issue + date/time it was discovered.

Martin will submit a work order and track in the system for completion. Martin will follow-up with you via email once this has been completed & closed.

Monthly;

Martin Awzan will run a report and identify all open work orders in the system. He'll compare the status vs. need for building operations.

Martin to escalate to Ron Vander where status is not meeting our needs and expectations.

Ron Vander will notify the Operations Committee how many open work orders are currently in the system, brief summary of any critical items requiring escalation.