

# Facilities, Technology & Utilities

## What to Know Before You Call

Before you call to report a problem, please be prepared to provide the building name, floor, room number, nature of the problem, and your name and contact phone number.

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### Facilities

- Call Campus Services at 2260 from a campus phone or [\(360\) 442-2260](tel:(360)442-2260) from any other phone to report facilities problems or to request assistance during the day (Monday through Friday, 8:00 am - 5:00 pm).
  - Call Security at 2911 from a campus phone or [\(360\) 442-2911](tel:(360)442-2911) from any other phone to request assistance with facilities after 5:00 p.m., on holidays and on weekends.
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### Telephone, Data and Computer Assistance

Call Information Technology Services at 2250 from a campus phone or [\(360\) 442-2250](tel:(360)442-2250) from any other phone for telephone, computer software and/or hardware problems.

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### Utility Disruption or Failure

Call Campus Services at 2260 from a campus phone or [\(360\) 442-2260](tel:(360)442-2260) from any other phone to report all utility disruptions or failures.

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### Natural Gas

- Call Campus Services at 2260 from a campus phone or [\(360\) 442-2260](tel:(360)442-2260) from any other phone to report a natural gas outage or leak.
  - Alert others in the area of the leak to vacate immediately.
  - Turn off electrical equipment if there is time.
  - Return to building(s) only when declared safe to occupy.
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### Electrical Outage

- Call Campus Services at 2260 from a campus phone or [\(360\) 442-2260](tel:(360)442-2260) from any other phone to report electrical outages or malfunctions.
  - Turn off previously energized electrical equipment.
  - Vacate poorly lit areas during a building or college-wide electrical outage. Remember that the emergency lighting system is temporary and is not intended to continue building operations.
  - Check elevators to be certain no one is trapped in the elevator car.
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# Elevators

Call Campus Services at 2260 from a campus phone or [\(360\) 442-2260](tel:3604422260) from any other phone to report elevator problems.

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# Water

- Call Campus Services at 2260 from a campus phone or [\(360\) 442-2260](tel:3604422260) from any other phone to report plumbing issues, water leaks, floods or outages.
- Turn off electrical equipment and cover or relocate equipment, materials and supplies to minimize water damage.
- Turn off the water supply valve if the location is known.