

# 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.

## Facilities

- Call Campus Services at 2260 from a campus phone or (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 from any other phone to request assistance with facilities after 5:00 p.m., on holidays and on weekends.

## Telephone, Data and Computer Assistance

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

## Utility Disruption or Failure

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

## Natural Gas

- Call Campus Services at 2260 from a campus phone or (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 they are declared safe to occupy.

## Electrical

- Call Campus Services at 2260 from a campus phone or (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.

## Elevators

Call Campus Services at 2260 from a campus phone or **(360) 442-2260** from any other phone to report elevator problems.

## **Water**

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