

PPS Emergency Work Order Guide

ELECTRICAL & LIGHTING

- x Any building reporting no electricity.
- x A majority of light fixtures not working in classroom or office.
- x Receptacles not working in classroom that is needed for teaching purposes.
- x Fire alarm sounding in any building. Or trouble on the Fire Panel.
- x Electrical components/equipment that is arcing or sparks are visible.
- x All Electrical Nutrition Services calls.
- x School bells not ringing.

- x Extreme temperatures in Kindergarten or Special Needs classrooms.
- x When water is coming out of the ground.
- x When any large cover plates for water meters, sewer manholes or irrigation valve box lids are missing or not on properly.
- x Anyone trapped in an elevator or any elevator not working.
- x All Mechanical Nutrition Services calls.

KEY REQUEST

- x If you are locked out of building.
- x Unable to secure building or classrooms as in loss of keys.

EXTERIOR SERVICES

- x Debris on a campus street, sidewalk, or steps.
- x Broken limbs or trees.
- x Sink holes or any holes in the ground.
- x Broken water lines.
- x Broken glass outdoors.
- x Car accidents on campus where there is a chemical spill, broken glass, or car parts.
- x Vandalism that poses a threat or is obscene.

If you are unsure that your request is an emergency please contact the emergency call center for assistance at 503-916-3303.