



PROCEDURE

Emergency Repairs

Procedure Administrator: Senior Vice President for Facilities and Operations

Authority: N.J.S.A. 18A:64-8

Effective Date: September 23, 1974; February 12, 1975; October 1, 2009; April 1, 2022

Index Cross-References:

Procedure File Number: 6815

Approved By: Dr. Harvey Kesselman, President

I. PURPOSE:

To provide for inspection and/or repairs of University equipment and facilities on an emergency basis.

II. PROCEDURE:

- A. Requests for standard repairs must be processed through the University work order system located on the Division of Facilities and Operations website. Standard repair requests are processed and addressed by the various day shift crews during normal business hours. Urgent or emergency repair situations which arise after normal business hours and require immediate action will be handled by personnel in the Department of Facilities Management and Plant Operations.
- B. In the event of an emergency repair situation, Stockton University Police should be notified immediately by contacting them at Extension 4390. Stockton Police will record the time, caller's name and phone number, the condition requiring emergency repairs, the location and any other pertinent information.
- C. Stockton Police will immediately notify the personnel and/or the Manager on duty in the Department of Facilities Management and Plant Operations, and provide information about the emergency. Generally, a representative from the Department of Facilities Management and Plant Operations is available from 7:30 a.m. until 11:30 p.m., Monday - Friday.
- D. The personnel in the Department of Facilities Management and Plant Operations will attempt to correct the situation reported. In the event the personnel is unable to remedy the situation, the personnel will work to limit any impact or damage to the area, determine whether a tradesperson is required, and report back to the Stockton Police and the Manager on duty in the Department of Facilities Management and Plant Operations. Depending on the level of emergency response necessary, the Stockton Police or the Manager on duty in the Department of Facilities Management and Plant Operations, will contact the tradesperson necessary to remedy the situation. If no personnel in the Department of Facilities Management and Plant Operations is on duty during the emergency, Stockton Police should immediately contact the Manager on call at the Department of Facilities Management and Plant Operations to determine and call the

appropriate tradesperson to respond to the emergency.

- E. The Department of Facilities Management and Plant Operations shall maintain, update, and provide Stockton Police with a contact list of all tradespeople and on-call managers.

Review History:

	Date
Procedure Administrator	10/21/2021
Divisional Executive	12/28/2021
General Counsel	01/18/2022
Cabinet	03/31/2022
President	04/01/2022