



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
9/29/97**

**REVISION  
1**

**PAGE  
G3-110.0**

**SUBJECT  
BUILDING MAINTENANCE AND OPERATIONS**

**SUB-TOPIC**

**MINOR BUILDING MAINTENANCE**

Problems involving institutional services (see "Institutional Services," this section) may be reported via the Work Request form (see Exhibit G2). If the problem is serious enough to warrant emergency action, phone the Work Control Supervisor (Ext. 2177). A statement of facts, including location of the problem, nature and seriousness should be included in the report.