## **UTILITY FAILURE PROCEDURE**

Approval: June 2012

Revision:

Campus utilities include electricity, water, sewerage, natural gas, heating oil, telephones, heating and air-conditioning. During the day all problems with utilities should be reported to the Facilities Management Department by e-mailing <u>facilities@cravencc.edu</u>. Report problems after 5:00 pm to Security (638-7261) and they will forward the information to the appropriate personnel.