ITEM NUMBER:	8.51 a-b
CHAPTER 8:	Facility and Equipment Management
CODE:	Procedure
COMPUTER ID:	FMEQU-2

Title:	Equipment Repair
Effective Date:	1986
Authorized By:	Library Director
Date of Last Revision:	9-2017

All equipment repairs (computers, projectors, copiers, telephones, etc.) must have prior authorization from the Administration Office. Administrative staff will contact or authorize contacting a repair person.

When a repair person arrives, he/she should be directed to the Administration Office. When departing, the repair person should leave written notification of work performed in the Administration Office.

*See 8.51 b for the Equipment Repair list that contains names of who to call for repairs.

EQUIPMENT REPAIR

COPIERS/COIN OPS   **Contact Administration 7213**

SECURITY MONITORS   **Contact Support Services 7275**

TELEPHONE REPAIR: **Contact Administration at 7213, if no one is available then contact the Support Services Manager 7215**

SIERRA SYSTEM: help@librarieswin.org

ELEVATOR REPAIR: **Contact Administration at 7213, if no one is available then contact the Support Services Manager 7215**

3M SECURITY SYSTEM: **Contact Support Services 7275**

MICROFILM MACHINES: **Contact Support Services 7275**

SHREDDER IN COPY ROOM: **Contact Administration 7213**

Vern's Vending: **Call 845-2991**

SECURITY GATES: **Contact Support Services 7275**