

ITEM NUMBER: 8.26
CHAPTER 8: Facility and Equipment
Management
CODE: Procedure
COMPUTER ID: FMBUI-7

Title: Emergency Boiler/Plumbing/Electrical/Air Conditioning Repair
Effective Date: 12-1984
Authorized By: Library Director
Date of Last Revision: 2-2023

Should emergency repairs be required and there is no one in the Headquarters Administration Office, nor are there any maintenance personnel in the building, please call the appropriate number listed below.

BOILERS * PLUMBING * ELECTRICAL * AIR CONDITIONING

**MARATHON COUNTY BUILDING MAINTENANCE
EMERGENCY CALL LIST**

Normal Business Hours: Monday - Friday 7:00am - 3:30pm Office: 715-261-6980

Non-Emergency: Have the designated person at the library submit a work order (through Facility Dude)

BEFORE YOU CALL THE NUMBERS BELOW, CALL Leah

Outside Normal Business Hours:

Call the On Call/Emergency Cell: 715-581-5606 (please leave a message)

If and only if you have called the On Call/Emergency number (and left a message) and there is still no response (within a reasonable amount of time) please contact the following in their respective order:

Jon Mason, Maintenance Supervisor	(c) 715-581-1376/ (h) 715-581-1376 (please leave a message)
Troy Torgerson, Facility Planner	(c) 715-581-0198/ (h) 715-573-9800 (please leave a message)
Craig Christians, Facility Planner	(c) 715-581-9595/ (h) 715-581-9595 (please leave a message)
Cherie Mattson, Custodial Supervisor	(c) 715-370-1110/ (h) 715-370-1110 (please leave a message)