

IFNH POLICY

Category	Content
Policy Name:	Facility Repair Requests
Section #:	200.5
Section Title:	Administration
Approval Authority:	Director of Administration & Finance
Responsible Executive:	Building Manager
Responsible Office:	IFNH
Contact:	Building Manager phone 848-932-3646
Adopted:	05/19/2017
Reviewed:	05/20/2020
Revised:	05/20/2020

1. **Policy Statement**

This policy is used to request IFNH facility repairs.

2. **Reason for Policy**

To establish proper procedures when requesting building repairs.

3. **Who Should Read this Policy**

All members of the IFNH community.

4. **Resources**

Building Manager Phone 848-932-3646.

For building issues after hours please see Facilities Emergencies After Hours Policy: 200.4.

5. **Definitions**

N/A

6. **The Policy**

The building manager is the single point of contact for facility repair requests.

To initiate a request please call the building manager with the following information.

- Nature of issue
- Location
- Contact person and phone number

For after-hours facility emergencies contact Rutgers public safety department at (732) 932-7211.