**Director of Buildings Help Desk**

FOR ALL BUILDING ISSUES

The Help Desk can be contacted by phone at 398-7170. For non-urgent requests please Email.

In case of an emergency, please phone Security at 398-3000.

The Help Desk will be available between the hours of 8am & 3:45pm Monday to Friday. During off hours, please contact Facilities at 398-4555.

When reporting a problem (by phone or e-mail) please have the following information ready:

1. Location of problem - building and room number if possible.
2. Name of the person who reported the problem.
3. Nature of the problem - e.g. mechanical/electrical services, fixtures etc.
4. Description of problem