PEST CONTROL (213)-745-1435

FOOD SERVICES TROUBLE CALL (323)-780-3288 (323)-780-3569

SCHOOL LOC. CODE

TROUBLE CALL LOG SHEET SERVICE--REPAIRS--PEST CONTROL

TROUBLE CALL REFERENCE #	REQUEST DATE	DESCRIPTION OF PROBLEM (location, color, size, why repair needed)	EQUIPMENT BOARD#	CRAFT NEEDED (if known)	PRIORITY emergency, urgent, routine	RESPONSE DATE
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PRIORITY OF EMERGENCY VS. URGENT VS. ROUTINE CALLS

1. **Emergency**: Immediate danger to staff and/or student health/safety

(30 – minute response time)

- Broken steam line causing flooding
- Major plumbing stoppage
- Gas leak
- No electrical power
- Overheated electrical circuits
- Exterior doors, gates or windows that are broken or will not lock
- Refrigeration failure
- Break downs that would stop food production
- No hot water
- 2. **Urgent**: Less immediate danger to health/safety

(48 – hour response time)

- Broken gate hinges
- Water leaks
- Pest activity
- 3. **Routine**: No immediate danger to health/safety

(30 – day response time)

- Breakdowns that pose no danger to health/safety
- Breakdowns that will not stop or delay food production

Craft Listings

Carpentry Heating & Ac Equip. Repair Plastering & Cement Finishing
Ceramic Tile/Marble Lock Repair Plumbing

Electrical Office Machine Repair Refrigeration Repair

Equipment Move & Repair Painting Roofing Repair
Fire Extinguisher Servicing Pest Control Sheet Metal Work
Tools Sharpening

Walls & Window Washing

If craft needed is not known – accurately describe problem to trouble call unit and allow them to determine appropriate craft.

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