

Facilities Management Customer Service Coordinators

Daily Emergency & Routine 'Demand' Work Request Quick Reference

Customer Service Coordinator	Custodial Services	Maintenance & Operations Services	Campus Planning, Design & Construction Services
Name	Nadia Shaver	Joanne Phelan	Joanne Phelan
Location	MC G204	Central Utilities Building	Central Utilities Building
Non-Emergency, 'Demand' Work Requests			
Work Day	7:30 a.m. to 12 p.m. 1 p.m. to 4 p.m. T: (905) 688-5550 ext 4450 F: (905) 984-4858 custodial@brocku.ca	8:30 a.m. to 12 p.m. 1 p.m. to 4:30 p.m. T: (905) 688-5550 ext 3717 F: (905) 688-6894 facilities.management@brocku.ca	Annual Schedule 7 Submission to be used for Minor Capital Projects. <i>'Out-of-Cycle' Minor Capital Project Request is being drafted</i>
Emergency Work Requests			
Work Day	8 a.m. to 4:30 p.m. T: (905) 688-5550 ext 4450 F: (905) 984-4858 custodial@brocku.ca	8 a.m. to 4:30 p.m. T: (905) 688-5550 ext 3717 F: (905) 688-6894 facilities.management@brocku.ca	
After-hours & Week-ends	Campus Security (905) 688-5550 ext 3200		
Requests for Information			
Work Day	8:30 a.m. to 12 p.m. 1 p.m. to 3:30 p.m. T: (905) 688-5550 ext 4450 F: (905) 984-4858 custodial@brocku.ca	8:30 a.m. to 12 p.m. 1 p.m. to 3:30 p.m. T: (905) 688-5550 ext 3717 F: (905) 688-6894 facilities.management@brocku.ca	Please call the Customer Service Coordinator for the assigned Project Manager (905) 688-5550 ext 3717