

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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*Please duplicate as needed*

*Instructions printed on reverse side*

## **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.