

**After Hours Emergency Calls**

The Office of Physical Plant has an obligation to the University community to monitor facilities on campus twenty-four hours a day, seven days a week. As part of that obligation, there may be a time when the Physical Plant Service Desk and/or Police Services would need to contact you for a problem at your job site during the evening hours or over a weekend.

In most cases, the initial contact would be with the Construction Quality Representative/ Project Manager/Project Coordinator/Commonwealth Representative in charge of monitoring the job. If that person is unable to respond, the option would be to contact the general contractor directly.

For this reason, we ask you to provide the name and phone number of the individual who should be contacted for emergency situations after hours. The Office of Physical Plant appreciates your cooperation in this matter.

(Please PRINT or TYPE all information below)

Project Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Main Office Phone Number: \_\_\_\_\_

Job Site Phone: \_\_\_\_\_

Name of Individual to Call After Hours: \_\_\_\_\_

Phone Number of this Individual: \_\_\_\_\_

You may be assured that this number will only be used in case of emergency situations that cannot be resolved otherwise. Also, this telephone number will be kept confidential within the confines of the Pennsylvania State University.

For University Park Projects Only, return to:  
Michele Brown  
The Pennsylvania State University  
Office of Physical Plant  
Room 106 Physical Plant Building  
University Park, PA 16802

For Commonwealth Campus Projects, return to the Project Manager or Project Coordinator.