

Serious **WATER DAMAGE** can occur from a number of sources: broken pipes, clogged drains, damaged skylights or windows, or construction errors.

**If a Water Leak occurs:**

1. Remain Calm
2. **Notify Maintenance at Ext. 363 immediately.** Report the exact location and severity of the leak.
3. If unable to notify maintenance personnel, contact Security at x300.
4. If there are electrical appliances or outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
5. If you know the source of water and are confident of your ability to stop it (i.e. unclog the drain, turn off water, etc.), do so.
6. Take steps or notify appropriate personnel to minimize hazardous or slippery conditions. Mop the area, place a receptacle under the leak and/or place "Slipping Hazard" signs near the leak.
7. Be prepared to assist, as directed, in protecting objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage, such as covering objects with plastic sheeting or moving small or light objects out of danger.