**UC Davis FST & VEN Facilities: Who to contact?**

**Situation**:

Laboratory **emergencies** or ***any*** situation requiring immediate attention

* Ceiling/window leaks-See “Contact” info below but immediately notify Jen Radke (jtrade@ucdavis.edu) for this particular issue
* Change in air flow to labs
* No DI or regular water
* Gas line issues
* Major door access issues (door lock system not working preventing access to room or building) Cluster IT (bftvtech@ucdavis.edu) should be notified if it is access to the RMI buildings regarding key card access (we control all key card doors). Jennifer Radke (jtradke@ucdavis.edu) should also be notified if there are issues with access into the building.

**Contact**: **Facilities (530) 752-1655**

Call *right away* and make them aware of the issue. Then email bftvfacilities@ucdavis.edu as well as Jen Radke (jtradke@ucdavis.edu) to alert them of what the service request is so that they may follow up to ensure the request is handled urgently. Situations such as these often require more immediate attention.

**Situation**:

**Major** building issues

* Flooding
* Broken windows
* Broken doors
* Any major issue in the common space areas of RMI Complex

**Contact**: **Facilities (530) 752-1655**

Call *right away* and make them aware of the issue. Then email bftvfacilities@ucdavis.edu as well as Jen Radke (jtradke@ucdavis.edu) to alert them of what the service request is so that they may follow up to ensure the request is handled urgently. Situations such as these often require more immediate attention.

**Situation:**

**Minor** building issues:

* Bathrooms needing soap or paper towels
* Ceiling tiles in labs or other areas damaged
* Issues with elevators
* Minor door issues

**Minor** laboratory issues:

* Lights out
* Minor lab door issues
* Minor lab plumbing issues

**Contact**: bftvfacilities@ucdavis.edu. For the minor laboratory issues, you can also visit <https://facilities.ucdavis.edu> and click on “Submit a service request” and enter the issue via their online system. This is generally for non-emergency and lab specific facilities issues.