
Building Interruption / Contractor Notice

To: CustomerService@case.edu

Project Coordinator/Manager:

Contractor:

Project Contact:

Phone:

Date(s) on site:

From:

To:

Time(s) on site:

From:

To:

Work Details

Building(s) being serviced:

Location/Scope: [e.g., Entire building / Floors 2 and 3 only / Room 325]

Work Description: [e.g., Repairing an HVAC unit / Jetting a sewer line / Installing carpet / Elevator maintenance]

Impact and Advisory

Impact to building occupants: [e.g., Domestic hot water shutoff / Elevator (#) removed from service / Electrical outage]

Safety & Disruptions: [e.g., Physical barricades / Signage / Firewatch / Intermittent noise / Avoid the west stairwell]

Action Required by Occupants: [e.g., None / Close windows / Avoid specific stairs]

Notifications and Support Request

The following person(s) have been notified:

Assistance Needed: [Contractor let in, flush system, land elevator, etc] Provide a speedtype and describe assistance needed: