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(CRC/FEN) Scheduled Building & Infrastructure Notification

Due to work being performed by [Facilities/utility provider/contractor/etc.] there will be a scheduled [type of interruption or outage – water, power, HVAC, etc.] on [date] at the locations listed below:

- [building addresses – list one per line and write out full address – eg: 725 Commonwealth Avenue]

[Additional information – eg: other restrooms available in the area, whether generator power will be available, etc.]

All key stakeholders have been notified. If you have questions, please contact [requester – usually facilities or construction manager] at [phone number]. For emergencies, contact the Facilities Operations & Service Center at 617-353-2105.

(CRC/FEN) Emergency Building & Infrastructure Notification

Power Outage

A power outage is affecting the areas of (Insert Address/Area). Boston University Facilities Management is working with Eversource to restore power to the affected area. Please avoid the impacted area until further notice. More information will be provided as it becomes available.

For emergencies, contact the Facilities Operations & Service Center at 617-353-2105

Water Main Break/Sewer Main Break

A water main break has occurred in the area of (Insert Address/Area). Boston University Facilities Management is working with Boston Water and Sewer to repair the problem. Pedestrian traffic will be impacted and people are advised to use caution in the area and avoid it if possible. All bathrooms, kitchenettes, bottle fillers, and drinking fountains will be unavailable during this time. More information will be provided as it becomes available.

For emergencies, contact the Facilities Operations & Service Center at 617-353-2105

Mechanical Failure

A mechanical failure has occurred in the air handling units in the area of (Insert Address/Area). Boston University Facilities Management is working with its vendors to repair the problem. This failure may disrupt airflow and temperature control throughout the affected buildings. More information will be provided as it becomes available.

For emergencies, contact the Facilities Operations & Service Center at 617-353-2105

Flooding/Water Leak

A water leak has occurred inside the building at (Insert Address/Area). This leak may affect several floors. Boston University Facilities Management is working with its vendors to repair the problem. More information will be provided as it becomes available.

For emergencies, contact the Facilities Operations & Service Center at 617-353-2105

Gas Leak

A gas main leak has occurred in the area of (Insert Address/Area). Boston University Facilities Management is working with National Grid to repair the problem. Pedestrian traffic will be impacted and people are advised to use caution in the area and avoid it if possible. This may impact heating and hot water to the area. More information will be provided as it becomes available.

For emergencies, contact the Facilities Operations & Service Center at 617-353-2105

(BUMC) Scheduled Building & Infrastructure Notification

Due to work being performed by [Facilities/utility provider/contractor/etc.] there will be a scheduled [type of interruption or outage – water, power, HVAC, etc.] on [date] at the locations listed below:

- [building addresses – list one per line and write out full address including street address as well as building letter – eg: 72 East Concord Street – L Building]

[Additional information – eg: other restrooms available in the area, whether generator power will be available, etc.]

All key stakeholders have been notified. If you have questions, please contact [requester – usually facilities or construction manager] at [phone number]. For emergencies, contact the Control Center at 617-358-4144.

(BUMC) Emergency Building & Infrastructure Notification

Power Outage

A power outage is affecting the areas of (Insert Address/Area). Boston University Facilities Management is working with Eversource to restore power to the affected area. Please avoid the impacted area until further notice. More information will be provided as it becomes available.

For emergencies, contact the Control Center at 617-358-4144.

Water Main Break/Sewer Main Break

A water main break has occurred in the area of (Insert Address/Area). Boston University Facilities Management is working with Boston Water and Sewer to repair the problem. Pedestrian traffic will be impacted and people are advised to use caution in the area and avoid it if possible. All bathrooms, kitchenettes, bottle fillers, and drinking fountains will be unavailable during this time. More information will be provided as it becomes available.

For emergencies, contact the Control Center at 617-358-4144.

Mechanical Failure

A mechanical failure has occurred in the air handling units in the area of (Insert Address/Area). Boston University Facilities Management is working with its vendors to repair the problem. This failure may

disrupt airflow and temperature control throughout the affected buildings. More information will be provided as it becomes available.

For emergencies, contact the Control Center at 617-358-4144.

Flooding/Water Leak

A water leak has occurred inside the building at (Insert Address/Area). This leak may affect several floors. Boston University Facilities Management is working with its vendors to repair the problem. More information will be provided as it becomes available.

For emergencies, contact the Control Center at 617-358-4144.

Gas Leak

A gas main leak has occurred in the area of (Insert Address/Area). Boston University Facilities Management is working with National Grid to repair the problem. Pedestrian traffic will be impacted and people are advised to use caution in the area and avoid it if possible. This may impact heating and hot water to the area. More information will be provided as it becomes available.

For emergencies, contact the Control Center at 617-358-4144.