

C. INCIDENT REPORT

To provide an accurate record of every incident, the 4040 Civic Center Building Staff is required to write an incident report for any theft or other incident occurring on the property.

We would appreciate your cooperation in answering any questions the building staff may have.

TELECOMMUNICATIONS

Emergency Service and/or Repairs

1. Call AT&T.

They can check the lines leading to the building to determine if the problem occurs at or before the MPOE. Whenever you have a problem with your telephone lines, call AT&T first. In our experience, most problems originate outside of the building. If the problem is not found within AT&T telephone lines, then it is typically an equipment malfunction. It is very rare that a problem will occur with the house system cabling.

Please note the following before scheduling work:

Please remember to let the management office know before you schedule vendors. Insurance must be on file **before** work can commence in order to eliminate any delays.