

B&G Procedures for Maintenance Requests and Emergencies

Emergencies: For emergencies such as smoke, fire, natural gas odor, and/or a life threatening situation i.e. wires down, major damage to the building, or elevator entrapment. The first call should be 911 and then Buildings and Grounds.

Other emergencies such as: Burning smell but unable to locate, fire alarm with strobes and horns sounding, sewage backup, no power or water to the building, significant water leak, elevator out of service, no heat or air conditioning with building temperatures below 67 for heat and above 77 for cooling, an exterior door that can not be secured, a major safety issue, and/or any issue causing a major disruption to learning/ teaching.

During business hours (7am - 3pm): Call the B&G Office at (717) 261-3406 or (717) 261-3412

After hours and weekends: Scott Moyer (717) 658-7138
Charlie Caratozzola (717) 729-4745
Matt Varner (717) 658-0695

*** Non-emergency issues should be submitted by Work Order through the FMX system or by notifying the daytime custodian. Please do not call the Supervisors or the B&G Office.**

Alarms, fobs, and cameras: All issues regarding burglar alarms, cameras, fobs, and access controls should be submitted on the google form below. Please do not contact ATA directly for any issues. If it is an emergency and the strobes/bells are sounding, contact the B&G Office.

https://docs.google.com/forms/d/e/1FAIpQLSenMs-6_ocbvPayTuNR6zYJkVIfpclqBd57A-21C2b9aZ54Zg/viewform?vc=0&c=0&w=1&flr=0

Fire Drills/ Alarms: To put a system on test, or to cancel a false alarm call 1-855-701-0267 prior to performing the alarm.

Pest Control: Bugs and pests should be reported to the daytime custodian to be entered into the pest management book. Requests will be addressed by the District's Pest Control Contractor during their monthly visits. Bedbugs, cockroaches, and/or bees should be reported directly to Charlie Caratozzola, Custodial Supervisor.

For general questions:

Grounds/ Playgrounds: Brandon Hull, Grounds Crew Leader, (717) 753-4090

Custodial Services/ Pest Control: Charlie Caratozzola, Custodial Supervisor, (717) 729-4745

Maintenance Issues/ Snow Removal: Scott Moyer, Asst. Director of Facility Operations, (717) 658-7138

Construction Projects/ Facility Rentals: Matt Varner, Facilities Director, (717) 658-0695