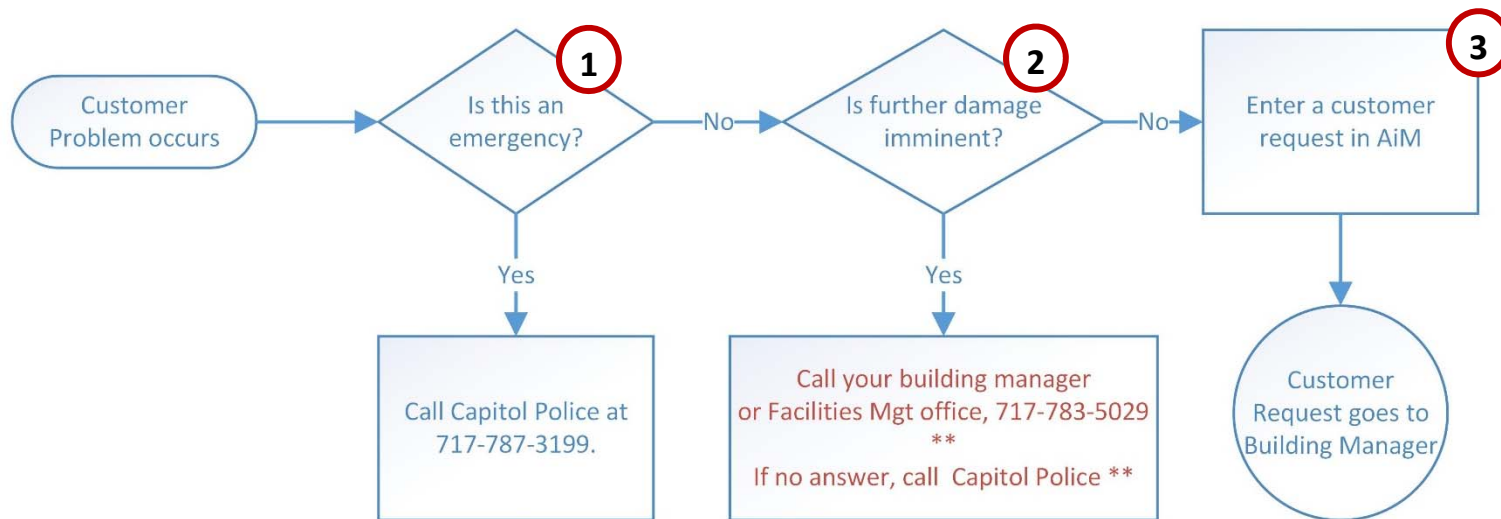


Standard Work for **Customer Request**



No.	Process Steps (Brief descriptions)
1	Active fire, heavy smoke, or electrical sparking/arcing are life threatening emergencies. Call Capitol Police at 717-787-3199
2	Light odor of heat or smoke, active running/leaking water, or stuck elevator
3	All routine work requests may be entered into AiM by designated point of contact.
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Maintained By:	
Last Updated: 05/01/2018	