

# What to do if...

## PAGE IN PROGRESS

Something does not work? Here is a quick summary of what you can do.

### Emergencies (huge water leaks, electrical failures, gas issues)

Maintenance Manager: phone number

Site Manager : 07593 387526

Water leaks (link to site map with stopcocks positions)

Tripped breakers (link to site map with switchboards positions) - basic troubleshooting instructions

Gas smell/No gas: contact Maintenance Manager or Site Manager (they will call Milcom. do not call them directly unless MM and SM are not available)

Fire Brigade: call 999

First Aid: call 111

### Something is broken

Log it in the book if you don't feel able to fix it (link to e-mail form)

or:

Log it in the book after you have fixed it (so Maintenance can check/keep an eye on it)

### Power cuts (what to do, what to check afterwards)

Kitchen generator (how to run it and connect it, pictures of the right fuel drum etc) (links? is the same info somewhere else?)

Timers and other devices that need to be checked and reset

Beeping fire alarms

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