

Floor Repair Checklist

Bldg./Wing: _____ Room: _____ Work Request Number: _____

Task	Responsible Individual	Completed By	Date
Report damage to FS Works	Person identifying damage		
Written NOTICE of condition and procedures left with occupant	Area supervisor		
Report damage to Asbestos Office and request testing of floor	Area supervisor		
Room Occupant: Order floor mat or area rug	Room occupant		
Complete site visit	Asbestos office		
Contact term abatement contractor	Asbestos office		
Contact room occupant & Building Management of work to be performed and when	Asbestos office		
Term abatement contractor completes abatement	Asbestos office		
Notify carpenter/floor shop	Asbestos office		
Notify room occupant of work to be performed and when	Asbestos office		
Floor repaired and ready for waxing	Area supervisor		
Room Occupant: Notify Facilities Services Custodial Services when floor mat or area rug is ready to be installed	Room Occupant		
Wax floor and install floor mat or area rug	Area supervisor		

Room Occupant: If you have questions or concerns about the progress of repairs, contact the responsible individual listed above for the steps just completed and/or next to be completed.

Points of Contact

FS Works	http://www.washington.edu/admin/facserv/fsworks/	206-685-4129
Facilities Services:	Asbestos Office	206-685-3357
	Custodial Services -- General	206-685-1500
	Area # _____	_____