## Glens Falls JV Redevelopment Partners LP 45 Ridge St Glens Falls NY 12801

Our maintenance crew takes care of all general repairs. Routine service calls usually take between 1 to 5 days to complete. Of course, emergencies are given top priority and include such problems as: sewer back up; heating problems; non-working toilets, and flooding. If your repair is not made within this time frame, please call the office to check the status of your work order.

## To Report a Routine Work Order by Phone During Normal Business Hours

If you have a routine work order, call the maintenance phone number at (518) 812-0018.

## **Emergencies after Business Hours**

If you need emergency repairs after business hours, call our maintenance Line at (518) 812-0018 and you will be automatically transferred to our on call maintenance worker. When submitting an emergency repair you must provide your name, address, telephone number where you can be reached along with a detailed description of the emergency.

Examples of Emergencies are as follows:

- Danger or potential danger to life or limb caused by a maintenance problem
- Explosions/Fires (Fire Department must also be notified)
- Gas Leak
- Elevators out of order
- Floods
- Main sewer lines backed up
- Toilet stoppages when your unit only has one bathroom
- No heat
- No hot water
- Inoperable Smoke Detector

Please, always call 911 first for all major emergencies including: burglary or vandalism, fire, criminal activity on the premises. After reporting the emergency to 911, call our maintenance to notify our maintenance staff.

## After hours if your repair or concern doesn't fall into the above category please report during normal business hours.