**EBC BUILDING CONCERNS**

Most building issues are handled on a departmental basis. Major problems concerning security, door keys and locks, temperature control, maintenance, custodial issues, and mechanical and electrical functions should be referred to the Building Manager.

Please send an Email to [ebc-building@lists.utah.edu](mailto:ebc-building@lists.utah.edu) for minor building requests.

Significant building changes such as rearrangement of personnel in work areas, lock changes, addition of equipment that may conflict with fire code, or other similar changes, must be approved through the Director of Finance and Administration.

Updated by Phil Titus

9/4/18