

# One East Main Handbook

## Maintenance Requests After Office Hours

If you have a maintenance request to report outside of our normal business hours, please call the ULI maintenance line at (608) 251-0707. The call will be answered by our answering service, which is monitored 24 hours a day. If the situation is not an emergency, a message will be taken for the next business day, and a work order will be generated. If the situation requires immediate attention, the message will be dispatched to the appropriate on-call maintenance personnel.