

Broken Window Procedure

Broken Window Techniques

Reports of glass in windows and doors discovered broken completely out are called in to the Maintenance Department if discovered before 4:30pm, Monday through Friday, or Sentry Watch at (336) 292-6468 if after 4:30pm.

Reports of glass that is only shattered or cracked are to be handled as routine work orders.

Glass in the windows or doors that are shattered or cracked are to be taped by the site's custodial staff and a Work Order to repair the damaged window should be submitted. The tape required to support this effort can be requisitioned through the Maintenance Department's Work Order system.