



Housing Authority of the Town of Morristown

31 Early Street
Morristown, N.J. 07960.3883

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DATE: April 20, 2015
TO: All Morristown Housing Authority Residents
FROM: Roy E. Rogers, Executive Director *RER*
RE: EMERGENCY CALLS FOR ON-CALL MAINTENANCE MEN

Please be advised that the following conditions **ONLY** are considered as on-call emergencies. However, always use common sense and logic.

- No electrical power in entire apartment.
- Running water that may cause extensive damage – NOT DRIPS
- Lock Outs, with showing a proper ID.
- Gas smells.
- No heat in winter months.
- Toilet back-up if only one toilet in unit.
- Kitchen sink back-up.
- Tub back-ups up to 10:00pm-after 10:00pm, will handle next day.
- Any type of fire or alarms.
- Calls to assist Morristown Police Department or Morristown Fire Department, only if representatives from these departments meet Maintenance at the location.
- Tenant locked in apartment, bathrooms, etc.
- Interior broken windows only- all others next work day.
- No calls from any outside contractors, including utilities, unless emergency.

cc: Darlington Pounder, Senior Mechanic
Cynthia Sargent, AMP Manager

Last Revised 9/3/13