**The School of Health & Wellbeing - Clarice Pears Building**

**Defects Notification Report**

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| NB: For IT or Audio-Visual issues please raise an IT Help Desk request using the link opposite. | [University of Glasgow - MyGlasgow - IT Services - IT Helpdesk](https://www.gla.ac.uk/myglasgow/it/helpdesk/) |
| **For all other building defects please complete the form below and issue to the common email address given.** |
| Date of defect report: |  |
| Reported By Name: |  |
| Floor Level (L1 to L6 inc) |  |
| Where is defect: Room name or Room Number/Desk number*(See attached PDF floor plans)* |  |
| Service:*Please mark with X the applicable service.*  | Fabric |  |
| Electrical Services |  |
| Mechanical |  |
| Other |  |
| Issue Description: (Please provide as much detail as possible) |  |
| Response Category:*Please mark with a X the applicable response category* | A Emergency |  |
| B Very Urgent |  |
| C Urgent |  |
| D Routine |  |
| Please attached any supporting images (Photos) by email if possible. |
| Please email/hand this report to your floor coordinator (see below) or your reception: |
| **Floor coordinators to return form asap to:** **Clarice-Pears-Defect-Reporting@glasgow.ac.uk** |

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| Floor/floor coordinators  | **Email**  |
| Level 1 Ainsley Ferin Meldrum  | SHW-CP-reception@glasgow.ac.uk  |
| Level 2 Margaret Naismith  | Margaret.Naismith@glasgow.ac.uk  |
| Level 3 Alieda McKinney; Sharleen Urquhart  | Alieda.McKinney@glasgow.ac.uk  Sharleen.Urquhart@glasgow.ac.uk   |
| Level 4 and 5 PHRF Patricia Fisher  | Patricia.Fisher@glasgow.ac.uk   |
| Level 5 RCB Amanda Reid  | Amanda.Reid@glasgow.ac.uk  |