**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**](mailto: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](mailto:SHW-CP-reception@glasgow.ac.uk) |
| Level 2 Margaret Naismith | [Margaret.Naismith@glasgow.ac.uk](mailto:Margaret.Naismith@glasgow.ac.uk) |
| Level 3 Alieda McKinney; Sharleen Urquhart | [Alieda.McKinney@glasgow.ac.uk](mailto:Alieda.McKinney@glasgow.ac.uk)  [Sharleen.Urquhart@glasgow.ac.uk](mailto:Sharleen.Urquhart@glasgow.ac.uk) |
| Level 4 and 5 PHRF Patricia Fisher | [Patricia.Fisher@glasgow.ac.uk](mailto:Patricia.Fisher@glasgow.ac.uk) |
| Level 5 RCB Amanda Reid | [Amanda.Reid@glasgow.ac.uk](mailto:Amanda.Reid@glasgow.ac.uk) |