

The University holds active contracts with emergency restoration vendors for emergency remediation and restoration work. The JOC Emergency Restoration Program should be used exclusively for any emergency restoration or remediation issue/event not handled by internal PSU forces.

Examples of emergency related issues/events JOC contractors can respond to can include:

- water damage from pipe bursts, spills, glycol leaks
- damage associated with smoke and or fire damage
- emergency mold remediation

1. Contact Office of Physical Plant Service Desk at 814-865-4731
 - Service Desk will engage/dispatch JOC Emergency Restoration Contractor
 - Selected contractor shall be on site no later than 2 hours following notification of event with the appropriate labor, materials, and equipment to respond to the event.
2. Notify proper University departments (Police Services, OPP, RM, EHS, etc.)
3. Ensure individual is on-site to meet with Contractor and discuss scope
4. Refer to Guidelines for Reporting Property Loss and complete Property Loss Report.
5. Complete JOC Emergency Project Request Form and send to Jesse Wells @ jgw124@psu.edu.
6. After JOC Emergency Restoration Contractor submits cost proposal, individual and or department who initiated JOC Emergency Restoration process will be required to review cost proposal.