

Reporting a Building Problem

If something is wrong with the building (a leak, a door that will not lock, lights or power out, heat or air conditioning not working, damage to the space), report it so it can be fixed.

Emergencies first

If anyone is in danger, **call 911**. Evacuate the building for fire, chemical spills or other hazardous conditions. See **Emergency Information** in Shop Safety.

How to report

- **Post on Discord** or **message a board member** in #general.
- Or **email info@waukeshamakers.com**.

Say what the problem is, where it is, and when you noticed it. A photo helps.

If a door will not lock or close properly, do not leave the building unsecured. Tell a board member right away.

Broken tools are different

If the problem is with a tool or machine rather than the building, see **Tagging a Tool Out of Service and Reporting It** in Shop Safety.

Who fixes what

Members report problems to the board. The board decides what WMI handles itself and what goes to the landlord.



To be confirmed: which building problems are the landlord's responsibility under the lease, and whether members should ever contact the landlord directly.

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