

HOUSING AUTHORITY OF THE CITY OF QUITMAN

P.O. BOX 229

QUITMAN, GA. 31643

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To: Tenants
From: Michael Boatwright
Executive director
Date: January 10th 2020
RE: Emergency Work Orders

Below is a list of maintenance after hour issues that may or may not need immediate attention. Along with these issues are some ways to prevent these things from happening or ways to solve them. **The emergency work order number is (229) 356-0118**

1. **Broken water line** – If water is coming out of the ground, please contact the **maintenance number** provided above.
2. **Sewer (backed up)** – NEVER should grease be poured down the drain in the kitchen. Take **"clean out cap"** off. These caps are located either behind or in front of your apartment. This should relieve pressure. If you are still having problems with the toilet or tub being stopped up or backing up into one another please call the maintenance number provided above. This issue can often be prevented by NOT putting items such as baby wipes, diapers, paper towels, etc. in the toilet.
3. **Gas Smell in apartment** – Open the windows and doors: check to see if pilot on stove is out, **this will cause a gas** smell. Call the maintenance number provided above and immediately leave the apartment if pilot is lit and you have a gas smell.
4. **Heater** – If temperatures are below 40 degrees and the heating in your apartment is out **please** call the maintenance number provided above if necessary. You can use your stove (oven) to heat your apartment if needed. Please be sure to turn the stove (oven) off at bedtime or when leaving the apartment.
5. **Refrigerator not cooling** – Please call the maintenance number provided above. If **your refrigerator is not cooling** but your freezer is working transfer as many perishable items to the freezer so they do not spoil. If both the freezer and refrigerator are not cooling or staying cool please remove items so they do not spoil.
6. **Key Lock-Out** - Maintenance will come out and open door for Tenants who are locked out of their apartment. **WILL NOT COME OUT AFTER 10:00 P.M.**

All other work orders are considered routine, and should be called into the office during office hours.

OFFICE HOURS

Monday-Thursday 7:30AM – 5:00 PM

Friday 7:30 AM – 12:30 PM

Closed for lunch Monday – Thursday 12:00 PM – 12:45 PM

The Quitman Housing Authority does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.