

INTER-OFFICE MEMO

To: All Department Heads
CVCC – Alexander Campus
Court House Jailers
From: Rick French, County Manager
Date: March 12, 2007
Subject: After Hour Maintenance Emergency Procedures for County Buildings

In order to better serve any after hour maintenance emergencies for County buildings that you may incur, effective immediately, the following protocols are to be used should the need arise:

First Contact: Pete Bunn
Home: 828-397-6951
Cell: 828-217-2748
Pager: 828-635-9632

Second Contact: George Herman
Home: 828-632-5670
Cell: 828-638-9585

Third Contact: Scott Snyder
Home: 704-873-4431
Cell: 828-217-2750

If you do not make person-to-person contact with any of these individuals, please leave a phone message with them and your call will be returned promptly.

Your cooperation is greatly appreciated.