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## 4.11 Emergency Maintenance Procedure

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### **4.11.01**

The needs and well being of the members shall be taken into consideration first and foremost. A maintenance situation shall be considered an emergency if it violates city, state or federal code; shows a clearly warranted need by the House that has not been previously budgeted for; or threatens a severe disruption of normal living standards, as determined by at least two of the following: the Maintenance Coordinator, the Executive Vice President, and the House Maintenance Officer.

### **4.11.02**

Any money spent on an emergency shall be taken from the Emergency Section of the Maintenance Budget.

1. **a.** If the Emergency Section of the Maintenance Budget is at \$0, emergency money shall be taken from another part of the Maintenance Budget and labeled as an emergency expense.

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Last update: **2019/12/18 11:04**

